



# CIVIL NUCLEAR CONSTABULARY

Mr. Keith Taylor

**Email:** request-289969-38e17e51@whatdotheyknow.com

**Our Ref:** 2015-116

**The Executive Office**

Civil Nuclear Constabulary  
Building F6 Culham Science Centre  
Abingdon  
Oxon  
OX14 3DB

Tel: 01235 466428

Website: <https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

Dear Mr. Taylor

I am writing in response to your request for information regarding the below received on 7 September 2015.

**I am trying to get to the bottom of who might be harassing me. Under the Freedom of Information Act, can you please tell me if your organisation has or has had a file on me.**

**Refusal Notice – Section 40(1) Freedom of Information Act 2000**

Section 40(1) of the Freedom of Information Act 2000 (the FOIA) provides that:

*“(1) Any information to which a request for information relates is exempt information if it constitutes personal data of which the applicant is the data subject”.*

In this case, it is clear that the information requested in your request is your personal data and, as a result, it falls within the scope of this exemption.

This exemption is not subject to the public interest test. As a result, we are refusing the this request under section 40(1) of the FOIA.

Where we have refused to disclose data under section 40(1) of the Act on the basis that it is your personal data, you have an alternative right of access to it under the subject access provisions of the Data Protection Act 1998. Please see the attached instructions on how to submit a valid subject access request.

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write in the first instance to:

Sarah Shevlin  
Disclosures Officer

CNC  
Culham Science Centre  
Abingdon  
Oxfordshire  
OX14 3DB

E-mail: [FOI@cnc.pnn.police.uk](mailto:FOI@cnc.pnn.police.uk)

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the CNPA.

The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

If you require any further assistance in connection with this request please contact us at our address below:

Sarah Shevlin  
Disclosures Officer  
CNC  
Culham Science Centre  
Abingdon  
Oxfordshire  
OX14 3DB

E-mail: [FOI@cnc.pnn.police.uk](mailto:FOI@cnc.pnn.police.uk)

Yours sincerely

Sarah Shevlin  
Disclosures Officer  
Civil Nuclear Constabulary

## Subject Access Request

The processing of any personal data/information is undertaken using the Data Protection Act and there is a specific procedure laid down within the legislation for the retrieval of personal information which you will need to follow in order to receive such data/information. Please see below some general points which should cover your requirements.

- The Data Protection Act 1998 gives you rights regarding the personal information organisations hold about you and gives organisations responsibilities regarding that information. The Act refers to you as a data subject. The information organisations hold about you is known as personal data. The Act gives you the right to request to see the personal data held by an organisation about you, this is known as a subject access request.
- Under the terms of the Data Protection Act 1998, you have the right to access personal data relating to you that is held by the Constabulary in electronic format and/or manual records forming part of a 'relevant filing system'.
- A subject access request must be made in writing to Sarah Shevlin. You will need to provide all necessary details to identify yourself and help find information about yourself. This must include, staff / officer reference number(s), dates of employment and location(s) and any other information that would be useful to help locate all your information. To help us answer your request please be as specific as possible about the information you wish to see, and give as much information as you can to help us find it. All correspondence should be addressed to:

Sarah Shevlin  
Disclosures Officer  
Civil Nuclear Constabulary  
Building F6  
Culham Science Centre  
Abingdon  
Oxfordshire  
OX14 3DB

A fee of £10 is currently charged to cover any administrative costs. Please enclose a cheque for £10, made payable to the "CNPA", this is the standard fee set by the Information Commissioner for answering subject access requests. We will answer your request within 40 days of receiving your request, the fee and all necessary information to answer your request.