Access to my personal records

English translation of a request for Norwegian correctional authorities. Replace text in square brackets and delete options that do not apply. Send the request yourself to the correct unit; downloading sends nothing. Use a secure channel for sensitive information. Delete this guidance before submitting.

To: [prison/probation office/other unit]

From: [full name]

Date of birth: [dd.mm.yyyy]

Prisoner number/case number, if known: [number]

Reply address or agreed secure channel: [address/channel]

Date: [date]

Request for access to my personal data and case documents

I request access to all personal data that the Norwegian Correctional Service processes about me, and to the documents in all cases to which I am a party, within the following scope:

- Period: [from date to date / the entire period for which you hold information about me].

- Prisons, probation offices and other units concerned: [list / the units shown in my records].

- Known cases or incidents: [description, if known]. This information is intended to assist the search and must not restrict the request to only the cases mentioned.

The request covers both ongoing and closed cases, electronic registers, case management and archive systems, paper archives and other retained material that you administer. Please search by name, any previous names, prisoner number and other relevant identifiers. If any necessary identity verification remains outstanding, please explain a secure procedure.

Documents and information requested

1. A complete list of documents and registry entries for my cases, including dates, titles, case and document numbers, senders/recipients and status where this information exists and may be provided.

2. Incoming and outgoing letters, email and other messages about me, registry or case notes, minutes, applications, complaints, statements, referrals, recommendations, decisions, notifications and all attachments.

3. Incident reports, observations, daily notes, descriptions of behaviour, reports of concern, witness statements, my own statements and any documentation that confirms or contradicts the descriptions.

4. Risk and security assessments, the material on which assessments are based, records of risks or needs, and documentation used when considering progression, transfer, prison leave, authorised release for work or education, visits, telephone contact, contact with family, electronic monitoring and release.

5. Documentation concerning control measures, examinations, searches, substance testing, exclusion from association, solitary confinement, security cells, restraint beds, use of force or other coercive measures, sanctions and reports to the police concerning me. I request relevant decisions, records, monitoring notes and follow-up material to the extent that you hold them.

6. Information about the execution of my sentence, stays, transfers, activities, work, education, programmes, finances and belongings, as well as information about contact with children and relatives in my cases. Information relating solely to other people must be assessed separately and may be redacted if necessary.

7. Information about health, accommodations and support needs that the Correctional Service itself has received, recorded or used. I also request correspondence with other public bodies and partner organisations concerning me.

8. Retained photographs, audio, video or other recordings concerning me that fall within the right of access. Particular incident/time/place: [complete if relevant]. Please state whether the recordings exist, who administers them and what procedure applies to access.

9. Available information about the sources of the data, the purposes of processing, responsibility for processing and the recipients to whom the information has been disclosed. For disclosures, I request the date, recipient, information disclosed and purpose, to the extent that these details are recorded and may be provided.

10. Retained corrections, additions, versions and amendment histories relevant to understanding the information or decisions. Please state which assertions are marked as unverified and what subsequent verification is recorded.

11. Access to available access, lookup and amendment logs relating to my information, where access may be granted. I request the recorded time, action, system and processing unit/role. Any names or identifiers should be assessed individually. If such logs fall outside the right of access, please give the legal basis for refusal and explain how a specific suspicion of unauthorised access can be investigated.

12. Information about the systems and archives searched, any limitations on the search, and whether parts of the material have been transferred to another body or archive. If requested material does not exist or has been deleted, please inform me to the extent that you may do so.

Legal basis and handling of the request

Please consider this request both under the applicable rules on access to one's own personal data and under the rules on a party's access to case documents. For processing under Chapter 1 A of the Execution of Sentences Act (straffegjennomføringsloven), I refer to sections 4a-4e of that Act, the Regulations on the Processing of Personal Data in the Correctional Service (forskrift om behandling av personopplysninger i kriminalomsorgen), and section 18 of the Personal Data Act of 2000 (personopplysningsloven av 2000), as continued by the transitional rules. For access as a party, I refer to the rules on a party's access in the Public Administration Act (forvaltningsloven), read together with section 7 of straffegjennomføringsloven.

If other access rules apply to parts of the material, please assess those parts under the correct legislation. Refusal under one legal basis must not replace consideration under other applicable bases. Access to any registration in Infoflyt may be considered separately under Chapter 1 B; please advise me of the correct recipient if necessary.

If some information is exempt from disclosure, I request partial access to the remainder and consideration of discretionary disclosure where applicable. I request a written decision stating the specific legal basis and information about the right to appeal, the appeal deadline and the appeal authority, within the statutory limits on what you may disclose.

I would like readable electronic copies through a secure channel, preferably searchable PDF files for documents and a suitable readable format for tables and other data. If this is not practicable, please provide paper copies or another available solution. Please preserve the links between documents and their attachments.

Documents may be disclosed in stages as they become available. The following are particularly urgent: [document/incident and deadline]. If the request requires clarification or coordination with other units, please provide specific guidance and continue processing the parts that can already be handled.

Yours faithfully

[name and signature, if applicable]