

Information pack for Residents of Large Sites and Supporting Organisations

FEBRUARY 2026

GOLD JENNINGS, DEIGHTON PEIRCE GLYNN & CARE4CALIAS

Guide for Residents of Large Sites

About this Guide

This guide has been prepared by law firms Gold Jennings and Deighton Pierce Glynn with the assistance of the charity Care4Calias, to assist residents of RAF Wethersfield and other ex-Ministry of Defence sites (“Large Sites”) as well as organisations supporting them in understanding the Home Office’s suitability criteria for Large Sites and the processes involved in assessing an individual’s suitability for such accommodation.

Who should not be accommodated in Large Sites/shared rooms?

The Home Office has a duty to provide asylum-seekers who are destitute with accommodation and/or subsistence. Although the accommodation is provided on a “no choice” basis, it must be adequate for a person’s individual needs.

The Home Office has accepted that Large Sites, as well as accommodation that requires someone to share a room, will not be suitable for certain people seeking asylum.

1. A person **will not** be considered suitable for Large Sites or room sharing if they have received a **positive Reasonable Grounds decision** confirming they may be a victim of trafficking or modern slavery (see more below in Section A).
2. The following people **may not** be considered suitable for Large Sites or room sharing:
 - a. People who have experienced torture, rape or other serious forms of psychological, physical or sexual violence (see more below in Section B);
 - b. Minors (aged under 18 years old) (see more below in Section C);
 - c. Those with a mental or physical disability (see more below in Section D);
 - d. Elderly people (over the age of 65);
 - e. People with “complex health needs” so those:
 - i. who have serious mental health issues and are at high risk of suicide, serious self-harm or pose a risk to others (see more below in Section E);
 - ii. who have an active infectious or communicable disease (e.g. tuberculosis);
 - iii. who a chronic disease (for example kidney disease); or
 - iv. who have HIV.

When assessing whether or not any of the people listed in (a) – (e) above are suitable, the Home Office will require an individual evaluation confirming that the person has needs that cannot be met in Large Sites/a shared room.

The Home Office do not always fully explain these criteria and therefore people may not understand that their experiences or symptoms meet these definitions and why it is important to explain certain experiences or symptoms when giving information to the Home Office.

A. Victims of Trafficking, Modern Slavery and Exploitation

The Home Office have concluded that people who are victims of trafficking or modern slavery have additional vulnerabilities and needs as a result of their experiences. Therefore, people who are victims of trafficking or modern slavery are considered **not suitable** for accommodation in Large Sites and may be entitled to additional support.

“Trafficking” means that a person has been:

- a) moved by someone (i.e.: recruited, transported, transferred or harboured);
- b) by means of force, threats, deception or abuse of power or vulnerability;
- c) for the purpose of exploitation. (ie: being made to do things against a person’s will without pay for someone else’s gain).

“Modern Slavery” is when a person has not been “moved” but has still experienced both (b) and (c) above.

You may be a victim of trafficking or modern slavery if you have ever been held captive or detained and/or if you have been forced to do things you did not want to do without pay. This may include:

- being taken over borders or moved within a country against your will;
- being detained or kept in a house or prison without being able to leave when you want;
- being made to do things against your will without pay (for example: carrying out labour/work such as construction, cleaning or cooking, committing crimes or sexual activity, being forced to ask family or friends for money for your release); or
- being threatened by others to make you do these things. The people that have threatened you may have been a stranger or someone you know, for example, a partner or relative.

These are just some examples of situations that could be considered trafficking/exploitation or modern slavery.

If you have experienced any situations like this, it is important that you explain this in any interviews you have with Migrant Help, the Home Office and to any onsite staff or organisations that you come into contact with. You should ask that they refer you into the National Referral Mechanism (“**NRM**”) (see below).

If possible, you should request this referral in writing by contacting Migrant Help via the webchat or email at (coc@migranthehelpuk.org; s95supportingdocuments@migranthehelpuk.org) Or you can contact the Salvation Army via email (mstreferrals@salvationarmy.org.uk). You should keep a copy of all correspondence.

Although you may find it difficult to speak about your experiences, it is important to disclose them to ensure you receive the support you are entitled to.

National Referral Mechanism and Reasonable Grounds Decisions

In order for the Home Office to consider whether you are a victim of trafficking you need to be referred into the NRM. This is a process by which the Home Office identify potential victims of trafficking and modern slavery.

This process is different and separate from the asylum process. However, the information you provide through the NRM may be considered as part of your asylum claim and vice versa.

1) NRM Interview:

You will need to agree to be referred into the NRM by a professional from an organisation authorised to make referrals. This will involve an interview with an organisation like the Salvation Army, the Refugee Council or someone from the Home Office. The interview will likely take place onsite at the Large Site or over the telephone.

During the interview, you will be asked questions about your experiences. Even if you are not asked specifically about your trafficking/exploitation or modern slavery it is important that you try to explain these.

You should be provided with an interpreter that you understand so you can easily explain your experiences. If you do not understand the interpreter during the interview, it is important you make this clear.

If the interview carries on even after you have explained you are struggling to understand them, you should make sure to send a written message or email to Migrant Help via the email addresses above (and keep a copy of this correspondence) in order to explain this as soon as you can after the interview. You should also tell onsite welfare and any onsite Home Office staff about that there were issues with the interpreter as well.

2) NRM Decisions:

After the interview, a copy of the information you have provided will be sent to the Home Office so they can make a decision as to whether or not they consider you are a victim of trafficking or modern slavery. This decision is made in two stages:

Stage 1: “reasonable grounds decision”

You should be provided with a copy of this decision (whether it is positive or negative).

Positive Reasonable Grounds Decision

If the Home Office considers that there are reasonable grounds to believe that you are a victim of trafficking, they will make a “positive Reasonable Grounds Decision” and this will mean that accommodation at a Large Site or room sharing will be **automatically unsuitable for you and you should be relocated to single-room accommodation.**

If you receive a positive reasonable grounds decision whilst living at a Large Site you should ensure you provide a copy of this decision to:

- 1) Onsite Welfare;

- 2) Onsite Medical;
- 3) Any Home Office staff onsite;
- 4) Migrant Help (using the Migrant Help webchat or email addresses and keep a copy of this correspondence); and
- 5) Any supporting charities or organisations.

Once you have received a positive Reasonable Grounds decision, your needs should be assessed and you should be provided with increased financial support (in addition to your weekly asylum support) and a support worker. You should receive this support up and until the Home Office make a Conclusive Grounds Decision (see below).

Negative Reasonable Grounds decision

If you receive a negative Reasonable Grounds decision, you may be able to challenge this. You should seek legal advice as soon as possible in order to do so as there is only a limited period (usually 30 days) in which to request a review of the decision.

Stage 2: “Conclusive Grounds Decision”

The second stage of the National Referral Mechanism process is the “Conclusive Grounds Decision”. This occurs following a positive Reasonable Grounds decision, when the Home Office can decide whether it is more likely than not that you are a victim of trafficking. If you receive a positive Conclusive Grounds Decision the Home Office will have concluded that you are a victim of trafficking/modern slavery and therefore more vulnerable. This should be taken into account in all your dealings with the Home Office as well as any other government bodies (such as local authorities) going forward.

B. Victims of torture and other forms of violence

The Home Office recognises that victims of torture and serious violence may be more vulnerable and prone to mental health conditions as a result of their experiences and therefore may also be unsuitable for Large Sites.

“Torture” is generally defined as any act by which a perpetrator intentionally inflicts severe pain or suffering on a victim in a situation in which;

- (a) the perpetrator has control (whether mental or physical) over the victim; and
- (b) as a result of that control, the victim is powerless to resist.

Other forms of violence such as rape and physical, psychological or sexual violence are different from torture but are nevertheless very serious forms of violence.

If you have been subjected to torture or other forms of serious violence, the Home Office must take this and any needs you have arising out of those experiences into account when assessing your individual needs and what type of accommodation might be suitable for you.

It is therefore important, if you have experienced any situations like this, that you explain this in any interviews you have with the Migrant Help and the Home Office and to any onsite welfare or medical staff or organisations that you come into contact with. Although you may

find it difficult to speak about your experiences, it is important to disclose them to ensure your needs are fully understood and you receive all necessary support.

C. People under the age of 18

The Home Office must not accommodate asylum seeking children (i.e.: asylum seekers under the age of 18) as these young people should be accommodated by the local authority.

In some cases, on arrival into the UK, the Home Office may not accept a person's age and may treat them as an adult and place them in adult accommodation (which may mean they are placed in Large Sites). If you have been placed in a Large Site (like RAF Wethersfield) and are under the age of 18 but the Home Office is treating you like an adult, you should report this to the following:

- 1) Onsite Welfare;
- 2) Onsite Medical;
- 3) Any Home Office staff onsite;
- 4) Migrant Help (using the Migrant Help webchat or email addresses above); and
- 5) Any supporting charities or organisations

and ask for your age to be formally assessed by the local authority.

This should prompt social workers from the local authority to carry out an assessment of your age by asking you questions about your background and experiences.

Should the local authority assess that you are still an adult, you may be able to challenge this, and you can seek legal advice in order to do so.

D. People with disabilities

The Home Office sets out that a person will be considered to have a "disability" if they have a physical or mental condition that has a substantial and long-term impact on their ability to carry out day-to-day activities.

You might not have received a diagnosis of any physical or mental conditions and it may be that you have never seen a doctor about your conditions. However, you might still be considered disabled if you experience:

- a) physical symptoms (such as mobility issues, diabetes, asthma, heart conditions, sickle cell anaemia etc.); or
- b) poor mental health for example: if you are feeling low, depressed or anxious, or experience symptoms like panic attacks, flashbacks, sleeping difficulties or nightmares; and

these symptoms affect your day-to-day life and either have done for more than 12 months or it is likely they will last for more than 12 months.

It is important, if you think you do have any disabilities, that you explain these in any interviews you have with Migrant Help or the Home Office, in any health screenings you have with onsite medical and to any onsite welfare or medical staff or organisations that you come into contact with to ensure your needs are fully understood and you receive all necessary support.

E. Complex health needs

If you are accommodated at a Large Site and the conditions are causing you to feel unwell mentally (for example: if you are experiencing symptoms like low mood, panic attacks, flashbacks, sleeping difficulties, nightmares or thoughts of self-harm or suicide), or if you suffer from certain physical conditions (for example: HIV, chronic diseases like kidney failure or infectious diseases like active TB) this may mean that you are unsuitable to be accommodated there.

If you do experience thoughts about harming yourself or ending your life, it is very important that you inform welfare staff and the onsite medical team urgently.

If you are experiencing a mental health crisis, you can seek support by calling 111 and selecting option 2.

In an emergency, or where you feel unable to keep yourself safe, please call 999 and ask for an ambulance.

If you have been told you suffer from any of the physical conditions mentioned above, it is important that you explain these in any interviews you have with Migrant Help and the Home Office, in any health screenings you have with onsite medical and to any onsite welfare or medical staff or organisations that you come into contact with to ensure your needs are fully understood and you receive all necessary support.

Evidencing unsuitability

As mentioned above, if you are a victim of torture or other serious forms of violence, if you have a disability or if you have complex health needs, when considering your suitability for Large Sites, the Home Office will require evidence that you have special needs resulting from your experiences or health issues. This is referred to as an “individual evaluation”.

The usual types of evidence that the Home Office will consider include:

- Medical records from your GP, onsite medical or a hospital;
- Letters or expert reports from organisations such as the Helen Bamber Foundation; and
- Evidence of you reporting your experiences and symptoms to the Home Office and other professionals you have come into contact with.

You have a right to information that onsite medical and onsite welfare hold in relation to you. It is therefore recommended that you request a copy of your records so you are able to send these to assist in evidencing any needs you may have.

If you have been unable to obtain letters from organisations or any evidence confirming your needs, it is recommended that you request an individual evaluation from the onsite doctor and/or Migrant Help (see **enclosed** template emails).

You may feel that professionals or staff onsite are not listening to you when you report these issues or not doing anything to resolve your concerns; however, if you are feeling unwell it is important to keep reporting your experiences and symptoms as this may provide helpful evidence in support of a request to move to alternative accommodation.

What to do if you feel your accommodation is unsuitable for you

There are several steps you can take if you feel your accommodation is unsuitable for you:

Contact Migrant Help

You can contact Migrant Help to request relocation by phone, email or via their online webchat. Please see **enclosed** a template email to request relocation. To contact Migrant Help:

- Call their helpline (open 24 hours a day) on **0808 8010 503**;
- By email to CoC coc@migranthelpuk.org; or
- Use their online webchat on:
<https://www.timeforstorm.com/CustomChat/MigrantHelp/1/>

Where possible, you should ensure you send Migrant Help any evidence of your needs. This can include copies of your medical records from onsite medical and welfare staff (as mentioned above) and any copies of any other proof of your needs you may have.

If you do contact Migrant Help, make sure you keep a record; this could include taking a screenshot of the webchat, your call log or any text messages or emails between you and Migrant Help.

Request an appointment with the onsite medical team

You can contact the onsite GP to request an appointment and report to them any medical condition you are suffering from and to request an individual evaluation of your special needs.

You have a right to information that the onsite medical team hold in relation to you and it is recommended that you request a copy of your medical records. See **enclosed** a template email to request an individual evaluation and a template email to request a copy of your records if you are in Wethersfield.

If you are asked whether you consent for onsite medical to share your medical records with the Home Office and you give your consent, make sure that you are provided with a copy of any document you sign to confirm your consent, and include the date that you signed it on the consent form.

Speak to the onsite welfare team

You should also report your unsuitability for Large Site accommodation to the onsite welfare team. Ensure you tell them if you are struggling in the accommodation or feeling unwell and ask to be transferred to alternative accommodation which is suitable for your needs.

The onsite welfare team should be carrying out regular welfare checks in relation to all residents. This often happens when the welfare staff come to your room to ask how you are

doing. It is important you explain during these interactions how you are feeling and raise any issues about unsuitability. If you are unable to properly communicate because you do not speak English, you should request that the welfare team get you an interpreter.

Contact with other professionals

It is important you also explain to any other professionals you come into contact with that you consider you are unsuitable for accommodation at Large Sites whenever you get the opportunity to do so. This includes:

- Home Office officials; and
- Any charities or other organisations who are supporting you.

Where possible, you should ensure you send these people any evidence of your unsuitability and needs.

Challenging refusals for relocation

If you are unsuitable for Large Site accommodation and are refused relocation, you may be able to challenge this.

If you are accommodated at RAF Wethersfield, you can seek advice from the charity Care 4 Calais by sending a WhatsApp message to **+44 7519 773268**.

Anyone who would like to be in touch with Care4Calais' local group (for information about drop-ins/distributions) can send a WhatsApp message to **+44 7877 711229**.

Requesting records from organisations

Under the General Data Protection Regulation ("GDPR") 2018 and the Data Protection Act ("DPA") 2018, a person has a right to access their personal information held by organisations processing their data via a subject access request.

Supporting organisations can assist residents by requesting records on their behalf via subject access requests. These requests can take 30 days to process. These records can be useful should any challenge to refusals for relocation be necessary.

See included in this pack template Subject Access Requests to various organisations who hold information that may be relevant to any challenge to the suitability of accommodation. These can be sent by supporting organisations on behalf of residents (or by residents themselves). These should be accompanied by a signed form of authority consenting to the information of the person being shared with your organisation and some form of identification. If photographic identification is not available, copies of Home Office documents with personal information can be submitted as proof of ID.

Prepared by Gold Jennings, Deighton Peirce Glynn and Care4Calais

17 February 2026

ARE YOU UNSUITABLE FOR LARGE SITE ASYLUM SUPPORT ACCOMMODATION?

| Are you a victim of trafficking or modern slavery? | Are you a victim of torture/serious violence ? | Do you suffer from any physical or mental disabilities? | Do you have any complex health needs? |
|---|--|---|--|
| <ul style="list-style-type: none"> If YES, have you been referred to the NRM? If NO: seek referral to Salvation Army or Home Office. You can do so by via email to Migrant Help or Salvation Army (see detail below). Keep a copy of this correspondence If YES: Do you have a Positive Reasonable Grounds Decision ("RGD")? If Yes: <u>You are not suitable to be accommodated at Wethersfield.</u> Send Positive RGD and request relocation (see template emails) to: <ul style="list-style-type: none"> Migrant Help; the Home Office; Onsite Welfare If Negative RGD: Seek legal advice as negative RGD may be challengeable. | <ul style="list-style-type: none"> If YES, do you any needs arising out of your experiences (eg: flashbacks, nightmares, difficulties sleeping, anxiety, depression) If YES: <u>you may be unsuitable for Large Site accommodation</u> Do you have evidence of those needs? (eg: proof of medication, medical records) <ul style="list-style-type: none"> If YES: <ul style="list-style-type: none"> Send evidence with email template to Migrant Help; If NO: <ul style="list-style-type: none"> Request individual evaluation from onsite medical (see email template); Seek medical records from onsite medical (see email template); | <ul style="list-style-type: none"> If YES, do you have any needs arising out of your disabilities (eg: issues with mobility? needs for specific treatment etc); If YES: <u>you may be unsuitable for Large Site accommodation</u> Do you have evidence of those needs? (eg: proof of medication, medical records) <ul style="list-style-type: none"> If YES: <ul style="list-style-type: none"> Send evidence with email template to Migrant Help; If NO: <ul style="list-style-type: none"> Request individual evaluation from onsite medical (see email template); Seek medical records from onsite medical (see email template); | <ul style="list-style-type: none"> If YES, do you have any needs arising out of the disabilities (eg: issues with mobility? needs for specific treatment etc); If YES: <u>you may be unsuitable for Large Site accommodation</u> Do you have evidence of those needs? (eg: proof of medication, medical records) <ul style="list-style-type: none"> If YES: <ul style="list-style-type: none"> Send evidence with email template to Migrant Help; If NO: <ul style="list-style-type: none"> Request individual evaluation from onsite medical (see email template); Seek medical records from onsite medical (see email template); |

Contact emails: Migrant Help: coc@migranthelpuk.org; Salvation Army: mstreferrals@salvationarmy.org.uk.

It is recommended that you keep a copy of all correspondence sent as it may be useful evidence should you need to challenge the suitability of your accommodation.

**TEMPLATE EMAIL – RESIDENTS TO MIGRANT HELP TO REQUEST
INDIVIDUAL EVALUATION**

Send to: coc@migranthelpuk.org and s95supportingdocuments@migranthelpuk.org

Dear Sir/Madam

Name: XXX

Date of birth: XXX

Port Ref (if known): XXX

HO Ref (if known): XXX

I am a victim of **torture/trafficking / am disabled / have mental health issues**. I would like support to request relocation to suitable, alternative, single-room accommodation.

I have been told that I need an individual evaluation to assess my needs to support my request. Please help me to arrange an individual evaluation.

Thank you.

[INSERT NAME]

**TEMPLATE EMAIL – RESIDENTS TO MIGRANT HELP TO REQUEST
RELOCATION**

Send to: coc@migranthelpuk.org and s95supportingdocuments@migranthelpuk.org

Dear Sir/Madam

Name: XXX

Date of birth: XXX

Port Ref (if known): XXX

HO Ref (if known): XXX

I am a **victim of torture/trafficking / have a disability/ and have mental health issues**. I would like to request relocation to suitable, alternative, single-room accommodation.

Please see attached evidence of my needs in support of my request.

Thank you.

[INSERT NAME]

**TEMPLATE EMAIL – RESIDENTS OF WETHERSFIELD ONLY TO ONSITE
MEDICAL TO REQUEST RECORDS**

Send to: special.allocation@nhs.net and wethersfield.as@nhs.net

Dear Sir/Madam

Name: XXX

Date of birth: XXX

NHS number (if known): XXX

Right of Access Request under GDPR

Please provide me with a copy of my medical records. I need these to provide evidence of my medical conditions to Migrant Help and the Home Office.

Thank you.

[INSERT NAME]

**TEMPLATE EMAIL FOR RESIDENT OF WETHERSFIELD ONLY TO ONSITE
MEDICAL TO REQUEST INDIVIDUAL EVALUATION**

Send to: special.allocation@nhs.net and wethersfield.as@nhs.net

Dear Sir/Madam

Name: XXX

Date of birth: XXX

NHS number (if known): XXX

Request for individual evaluation

I : am a victim of [torture/trafficking/modern slavery]/[I have a disability]. Please arrange an individual evaluation of my needs to assess my suitability to be accommodated at Wethersfield.

Thank you.

[INSERT NAME]

If you are feeling unwell staying in Wethersfield or any Large Site, it is recommended that you explain any vulnerabilities you have and your symptoms with the onsite welfare team when you come into contact with them.

Suggested wording for residents wanting to raise issues of unsuitability with the onsite welfare team:

I am a **victim of torture/trafficking / have a disability/ and have mental health issues.**

Staying in **Wethersfield/[name of large site]** is making me feel unwell and I am experiencing ...**[explain any symptoms you may be experiencing such as physical symptoms, low mood, loss of appetite, difficulties sleeping, flashbacks, nightmares, thoughts of self-harm and/or suicide].**

I would like to request relocation to suitable, alternative, single-room accommodation.

TEMPLATE SAR TO HOME OFFICE

[ADDRESS]

Subject Access Request Unit (SARU)

Home Office

2 Ruskin Square

Dingwall Road

Croydon

CR0 2WF

By email only: subjectaccessrequest@homeoffice.gov.uk

Our Ref: XXXXX

[DATE]

Dear Sir/Madam

Our client: [NAME]

Date of birth: [DOB]

Port Ref: XXXXX

Home Office Reference: XXXXX

Right of Access under Article 15 of the General Data Protection Regulations (“GDPR”) 2018 and Section 45 of the Data Protection Act (“DPA”) 2018

We write in relation to the abovenamed client to request access to our client’s personal data under the GDPR 2018/DPA 2018.

We request a copy of all personal data held in both paper and electronic form by the Home Office in respect of our client. This request includes but is not limited to the following:

1. A copy of any and all Home Office records pertaining to our client including but not limited to:
 - a. GCID records;
 - b. A copy of any health screening carried out in relation to our client on arrival into the UK;
 - c. A copy of our client’s asylum screening interview;
 - d. A copy of the information held on the “sifting spreadsheet” relating to our client relating to the assessment of our client’s suitability for Large Site Accommodation and any other records evidencing any consideration given to our client’s suitability for Large Site Accommodation pre-transfer;
 - e. A copy of our client’s section 95 application (ASF1) and any further communications between our client and Migrant Help and/or Clearsprings

and/or those onsite at Large Site Accommodation in relation to the information recorded on the ASF1.

- f. A copy of any request for relocation submitted by our client;
 - g. A copy of any “requests for further information” sent to our client in relation to his asylum support application or relocation request;
 - h. A copy of any and all records of “welfare checks” kept by onsite Large Site Accommodation staff in relation to our client;
 - i. A copy of any and all correspondence with the Home Office Medical Advisor (“HOMA”) or the Home Office Psychiatric Advisor (“HOPA”) in relation to our client’s suitability for Large Site Accommodation including but not limited to:
 - i. Any initial referrals to the HOMA and/or HOPA;
 - ii. Any and all documents sent to the HOMA and/or HOPA;
 - iii. Any correspondence between any Home Office officials and the HOMA and/or HOPA;
 - iv. Any correspondence between the HOMA and the HOPA;
 - j. A copy of any suitability decisions taken in relation to our client’s suitability to be accommodated at Large Site Accommodation;
 - k. A copy of any consent forms signed by our client;
 - l. A copy of any safeguarding referrals or Asylum Safeguarding Hub Referral Forms relating to our client;
 - m. A copy of any incident reports recorded in relation to our client.
2. **[FOR CLIENTS WHO ARE POTENTIAL VICTIMS OF TRAFFICKING/OR HAVE HAD A NRM INTERVIEW]**A copy of any and all records held by the IECA or SCA in relation to our client including but not limited to:
- a. A copy of any referrals made by the Home Office or a third party into the National Referral Mechanism;
 - b. A copy of any decisions in relation to our client’s trafficking claim including but not limited to positive or negative reasonable or conclusive grounds decision or any relevant reconsiderations;
 - c. A copy of any minutes accompanying the decisions requested at (2)(b) and any documents relied upon in those minutes;
 - d. Confirmation of whether any relevant decisions were served on our client and confirmation and proof of the method of service used where relevant;
 - e. Where a relevant decision in relation to our client’s trafficking claim was not served on our client, confirmation of the reason(s) why the decision(s) was withheld from our client and any evidence in support of those reasons;
 - f. A copy of any reconsideration requests made in relation to a decision on our client’s trafficking claim.
3. A copy of any internal correspondence between departments within the Home Office regarding our client including but not limited to between the Asylum Safeguarding Team, New Sites Internal Reassessment and the Large Sites Team.
4. A copy of any external correspondence or communications with third parties regarding our client including but not limited to correspondence with:
- a. the onsite medical team at **[INSERT NAME OF LARGE SITE]**;

- b. Clearsprings Ready Homes;
 - c. Any other third party organisations including but not limited to charities or NGOs, local authorities and NHS Trusts;
5. We are aware that weekly multidisciplinary team meetings (“MDTs”) occur in relation to certain residents of Large Site Accommodation and that Home Office officials attend and keep records of the same, to the extent our client has been discussed at any of these meetings please provide records of the same;
6. A copy of any correspondence with our client including but not limited to:
 - a. Any correspondence between Migrant Help and our client including but not limited to emails, webchats, call logs and case notes kept in relation to contact had with our client;
 - b. A copy of any letters sent by the Home Office to our client;
 - c. A copy of any information or evidence sent to the Home Office by or on behalf of our client.
7. A copy of any records held electronically not included in (1)-(6) above, in particular, any email correspondence held in individual staff members’ electronic mail system (i.e. Outlook or equivalent) in inbox, sent, deleted and/or subfolders which are not included in (1)-(6) above.

Our client’s authority

We enclose with this letter a copy of our client’s signed authority confirming their consent to the release of this material to us.

[IF ID IS AVAILABLE] – Please also find a copy of their ID.

[IF ID IS NOT AVAILABLE] Our client does not have access to the usual forms of identity documents. However, we enclose copies of the following documents: **[ARC/Bail 201]** issued by the Home Office which confirms his name and date of birth.

We trust that this will suffice to satisfy you as to the identity of the data subject.

Processing this request

If you do not have in your possession any of the documents listed above, please confirm in writing that this is the case.

If you have in your possession the information requested above, but do not intend to disclose it, please confirm this to be the case and cite the specific data protection exemption upon which you intend to rely, and the reason you consider it to be applicable.

We should be grateful if you could provide the disclosure electronically either by email to **[EMAIL]** or by a secure data sharing platform. If this is not possible, please provide hard copies to the address on this letterhead.

Concluding remarks

We should be grateful if you could confirm receipt of this request and let us know promptly should you have any queries. We look forward to receiving the substantive response to our client's subject access request promptly and within one calendar month as stipulated by the GDPR 2018/DPA 2018.

Yours faithfully,

[NAME]

[ROLE]

[ORGANISATION]

TEMPLATE SAR TO MIGRANT HELP

[ADDRESS]

Migrant Help UK

By email only: sar@migranthelpuk.org

Our Ref: XXXXX

[DATE]

Dear Sir/Madam

Our client: [NAME]

Date of birth: [DOB]

Port Ref: XXXXX

Home Office Reference: XXXXX

Right of Access under Article 15 of the General Data Protection Regulations (“GDPR”) 2018 and Section 45 of the Data Protection Act (“DPA”) 2018

We write in relation to the abovenamed person to request access to his personal data under the GDPR 2018/DPA 2018.

We request a copy of all personal data held in both paper and electronic form by Migrant Help in respect of **[NAME]**. This request includes but is not limited to the following:

1. A copy of any and all Migrant Help records pertaining to **[NAME]**, including but not limited to:
 - a) A copy of any and all case notes recorded in relation to our client;
 - b) A copy of any and all communications and correspondence between our client and Migrant Help, including but not limited to letters, emails, webchat transcripts and call logs;
 - c) A copy of any records between Migrant Help and the onsite medical or welfare teams at **[INSERT NAME OF LARGE SITE]** in relation to our client.
 - d) A copy of any and all interview records relating to our client;
 - e) A copy of any and all assessments held relating to our client and his eligibility for asylum support.
 - f) A copy of any and all referrals into the National Referral Mechanism relating to our client made by Migrant Help;
 - g) A copy of any and all records held by any support workers from Migrant Help.

- h) A copy of any and all safeguarding referrals made by or received by Migrant Help in relation to our client and any correspondence relating to the same;
 - i) A copy of any and all correspondence between Migrant Help with third parties in relation to or on behalf of our client including but not limited to:
 - i. the Home Office;
 - ii. the IECA or SCA;
 - iii. the Salvation Army or any other First Responder organisation;
 - iv. the police;
 - v. Clearsprings Ready Homes;
 - vi. Any NHS Trusts;
 - vii. Any medical and social care professionals;
 - j) A copy of any and all internal correspondence in relation to our client including but not limited to correspondence between departments such as:
 - viii. the Asylum Helpline;
 - ix. Modern Slavery Victims Care Services (MSVCS);
 - x. Victims of Slavery Support Services (VSSS);
 - xi. Trafficking and Exploitation Support Service (TESS); or
 - xii. the UK Resettlement Scheme (UKRS);
 - k) A copy of any and all referrals made or received in relation to our client; and
 - l) A copy of any and all consent forms signed by our client.
2. A copy of any records held electronically not included in (1) above, in particular, any email correspondence held in individual staff members' electronic mail system (i.e. Outlook or equivalent) in inbox, sent, deleted and/or subfolders which are not included in (1) above.

Our client's authority

We enclose with this letter a copy of our client's signed authority confirming their consent to the release of this material to us.

[IF ID IS AVAILABLE] – Please also find a copy of their ID.

[IF ID IS NOT AVAILABLE] Our client does not have access to the usual forms of identity documents. However, we enclose copies of the following documents: **[ARC/Bail 201]** issued by the Home Office which confirms his name and date of birth.

We trust that this will suffice to satisfy you as to the identity of the data subject.

Processing this request

If you do not have in your possession any of the documents listed above, please confirm in writing that this is the case.

If you have in your possession the information requested above, but do not intend to disclose it, please confirm this to be the case and cite the specific data protection exemption upon which you intend to rely, and the reason you consider it to be applicable.

We should be grateful if you could provide the disclosure electronically either by email to **[EMAIL]** or by a secure data sharing platform. If this is not possible, please provide hard copies to the address on this letterhead.

Concluding remarks

We should be grateful if you could confirm receipt of this request and let us know promptly should you have any queries. We look forward to receiving the substantive response to our client's subject access request promptly and within one calendar month as stipulated by the GDPR 2018/DPA 2018.

Yours faithfully,

[NAME]

[ROLE]

[ORGANISATION]

TEMPLATE SAR TO ONSITE MEDICAL
[FOR WETHERSFIELD ONLY]

[ADDRESS]

Commisceo Primary Care Solutions
Wethersfield MDP
Braintree
CM7 4AZ

By email only: special.allocation@nhs.net and wethersfield.as@nhs.net

Our Ref: **XXXXXX**

[DATE]

Dear Sir/Madam

Our client: [NAME]

Date of birth: **XXXX**

NHS number [if known]: **XXXX**

Right of Access under Article 15 of the General Data Protection Regulations (“GDPR”) 2018 and Section 45 of the Data Protection Act (“DPA”) 2018

We write in relation to the abovenamed client to request access to our client’s personal data under the GDPR 2018/DPA 2018.

We understand that our client has been seen by the onsite medical facility several times since [DATE].

We request a copy of all personal data held in both paper and electronic form by Commisceo in respect of our client. This request includes but is not limited to the following:

1. A copy of any file containing personal data pertaining to our client including but not limited to:
 - a. Any health screening undertaken in relation to our client on arrival at Wethersfield;
 - b. Any registration forms completed by or on behalf of our client on arrival at Wethersfield;
 - c. Our client’s GP summary record;
 - d. Any and all appointment notes;
 - e. Any and all assessments including but not limited to mental health assessment questionnaires completed in relation to our client;
 - f. Any and all referrals completed on behalf of our client;

- g. A copy of any consent form signed by our client relating to the sharing of information between Commisceo and the Home Office.
 - h. A copy of any correspondence between Commisceo and our client.
2. A copy of any internal correspondence between Commisceo staff regarding our client.
3. A copy of any external correspondence with third parties regarding our client including but not limited to:
 - a. the Home Office;
 - b. Clearsprings Ready Homes;
 - c. any local authorities;
 - d. any NHS Trusts;
 - e. Migrant Help;
 - f. Any other third party organisations including but not limited to charities and NGOs;
4. We are aware that weekly multidisciplinary team meetings (“MDTs”) occur in relation to certain residents of Wethersfield and that Commisceo employees attend and keep records of the same, to the extent our client has been discussed at any of these meetings please provide extracts of the records of the meetings pertaining to him;
5. A copy of any document relied upon in or attached to correspondence with any third party including but not limited to those listed at (3)-(4) above.
6. A copy of any records held electronically not included in (1)-(4) above, in particular, any email correspondence held in individual staff members’ electronic mail system (i.e. Outlook or equivalent) in inbox, sent, deleted and/or subfolders which are not included in (1)-(4) above.

Our client’s authority

We enclose with this letter a copy of our client’s signed authority confirming their consent to the release of this material to us.

[IF ID IS AVAILABLE] – Please also find a copy of their ID.

[IF ID IS NOT AVAILABLE] Our client does not have access to the usual forms of identity documents. However, we enclose copies of the following documents: **[ARC/Bail 201]** issued by the Home Office which confirms his name and date of birth.

We trust that this will suffice to satisfy you as to the identity of the data subject.

Processing this request

If you do not have in your possession any of the documents listed above, please confirm in writing that this is the case.

If you have in your possession the information requested above, but do not intend to disclose it, please confirm this to be the case and cite the specific data protection exemption upon which you intend to rely, and the reason you consider it to be applicable.

We should be grateful if you could provide the disclosure electronically either by email to **[EMAIL]** or by a secure data sharing platform. If this is not possible, please provide hard copies to the address on this letterhead.

Concluding remarks

We should be grateful if you could confirm receipt of this request and let us know promptly should you have any queries. We look forward to receiving the substantive response to our client's subject access request promptly and within one calendar month as stipulated by the GDPR 2018/DPA 2018.

Yours faithfully,

[NAME]

[ROLE]

[ORGANISATION]

TEMPLATE SAR TO HOME OFFICE

[ADDRESS]

The Salvation Army UK and Ireland Territorial Headquarters
1 Champion Park
London
SE5 8FJ

By email: mstsar@salvationarmy.org.uk

Our Ref: XXXXX

[DATE]

Dear Sir/Madam

Our client: [NAME]

Date of birth: [DOB]

NRM Ref: XXX

Right of Access under Article 15 of the General Data Protection Regulations (“GDPR”) 2018 and Section 45 of the Data Protection Act (“DPA”) 2018

We write in relation to the abovenamed client to request access to our client’s personal data under the GDPR 2018/DPA 2018.

DELETE/COMPLETE AS APPROPRIATE - [We understand our client was referred to Salvation Army as a designated First Responder on **[DATE]**. We understand our client was contacted by the Salvation Army on **[DATE]** and asked questions about their trafficking experiences. We understand that our client received a reasonable grounds decision on **[DATE]** and was referred on **[DATE]** to receive support under the MSVCC.]

We request a copy of all personal data held in both paper and electronic form by the Salvation Army in respect of our client. This request includes but is not limited to the following:

- 1) A copy of any file containing personal data pertaining to our client held both manually and/or electronically including but not limited to:
 - a) A copy of any trafficking assessments completed in relation to our client;
 - b) A copy of any needs based and risk assessments completed in relation to our client;
 - c) A copy of any onward referrals into the National Referral Mechanism or otherwise in relation to our client;
 - d) A copy of any response to the referrals listed at (c);

- e) A copy of any safeguarding concerns or referrals sent by the Salvation Army in relation to our client;
 - f) A copy of any and all correspondence between the Salvation Army and any third parties including but not limited to:
 - i) The Single Competent Authority and/or the Immigration Enforcement Competent Authority;
 - ii) The Home Office;
 - iii) Our client's asylum support accommodation provider;
 - iv) Migrant Help;
 - v) Any responsible local authority; and
 - vi) Any health or social professionals involved in our client's support or care; and/or the asylum accommodation provider, in relation to our client's needs and suitability of his current accommodation at **[INSERT NAME OF LARGE SITE]**;
- 2) A copy of any records held electronically not included in (1) above, in particular, any email correspondence held in individual staff members' electronic mail system (i.e. Outlook or equivalent) in inbox, sent, deleted and/or subfolders.

Our client's authority

We enclose with this letter a copy of our client's signed authority confirming their consent to the release of this material to us.

[IF ID IS AVAILABLE] – Please also find a copy of their ID.

[IF ID IS NOT AVAILABLE] Our client does not have access to the usual forms of identity documents. However, we enclose copies of the following documents: **[ARC/Bail 201]** issued by the Home Office which confirms his name and date of birth.

We trust that this will suffice to satisfy you as to the identity of the data subject.

Processing this request

If you do not have in your possession any of the documents listed above, please confirm in writing that this is the case.

If you have in your possession the information requested above, but do not intend to disclose it, please confirm this to be the case and cite the specific data protection exemption upon which you intend to rely, and the reason you consider it to be applicable.

We should be grateful if you could provide the disclosure electronically either by email to **[EMAIL]** or by a secure data sharing platform. If this is not possible, please provide hard copies to the address on this letterhead.

Concluding remarks

We should be grateful if you could confirm receipt of this request and let us know promptly should you have any queries. We look forward to receiving the substantive response to our client's subject access request promptly and within one calendar month as stipulated by the GDPR 2018/DPA 2018.

Yours faithfully,

[NAME]

[ROLE]

[ORGANISATION]

TEMPLATE SAR TO CLEARSPRINGS READY HOMES

Clearsprings Ready Homes
26 Brook Road
Rayleigh
SS6 7XJ

By email only: info@ready-homes.com
[DATE]

Dear Sir/Madam

Our client: [NAME]
Date of birth: [DOB]
Port Ref: XXXXX
Home Office Reference: XXXXX

Right of Access under Article 15 of the General Data Protection Regulations (“GDPR”) 2018 and Section 45 of the Data Protection Act (“DPA”) 2018

We write in relation to the abovenamed client to request access to our client’s personal data under the GDPR 2018/DPA 2018.

Our client is currently accommodated by the Home Office under section 95 IAA 1999. [They are currently accommodated at [SITE] / **From [DATE] to [DATE]**, they were accommodated at [SITE] which we understand is operated by Clearsprings Ready Homes. We understand that our client **[has had/had]** multiple encounters with the onsite welfare team and the asylum safeguarding teams within Clearsprings Ready Homes including daily welfare checks.

We request a copy of all personal data held in both paper and electronic form by Clearsprings Ready Homes in respect of our client. This request includes but is not limited to the following:

- 1) A copy of any file containing personal data pertaining to our client held both manually and/or electronically, including but not limited to:
 - a) Any and all welfare checks conducted in relation to our client;
 - b) Any and all incident reports recorded in relation to our client;
 - c) Any and all safeguarding referrals made in relation to our client;
 - d) Any and all records kept in relation to any other encounters our client had with any members of Clearsprings staff during his stay at **[INSERT NAME OF SITE]**;
 - e) Any and all records of any internal or external meetings held in relation to our client including electronic or handwritten notes in relation to the same;
 - f) Any and all internal correspondence between Clearsprings staff in relation to our client;
 - g) Any and all correspondence between Clearsprings staff and third parties in relation to our client including but not limited to any teams within the Home Office, Migrant Help, the onsite medical team, the local authority or any other organisation.

- 2) We are aware that weekly multidisciplinary team meetings (“MDTs”) may occur in relation to certain residents of Large Sites and that Clearsprings employees may attend and keep records of the same, to the extent our client has been discussed at any of these meetings please provide extracts of the meeting minutes relating to him;
- 3) A copy of any records held electronically not included in (1) above. In particular any email correspondence held in individual staff members electronic mail system (i.e. Outlook or equivalent) in inbox, sent, deleted and/or subfolders which are not included in (1) above.

Our client’s authority

We enclose with this letter a copy of our client’s signed authority confirming their consent to the release of this material to us.

[IF ID IS AVAILABLE] – Please also find a copy of their ID.

[IF ID IS NOT AVAILABLE] Our client does not have access to the usual forms of identity documents. However, we enclose copies of the following documents: **[ARC/Bail 201]** issued by the Home Office which confirms his name and date of birth.

We trust that this will suffice to satisfy you as to the identity of the data subject.

Processing this request

If you do not have in your possession any of the documents listed above, please confirm in writing that this is the case.

If you have in your possession the information requested above, but do not intend to disclose it, please confirm this to be the case and cite the specific data protection exemption upon which you intend to rely, and the reason you consider it to be applicable.

We should be grateful if you could provide the disclosure electronically either by email to **[EMAIL]** or by a secure data sharing platform. If this is not possible, please provide hard copies to the address on this letterhead.

Concluding remarks

We should be grateful if you could confirm receipt of this request and let us know promptly should you have any queries. We look forward to receiving the substantive response to our client’s subject access request promptly and within one calendar month as stipulated by the GDPR 2018/DPA 2018.

Yours faithfully,

[NAME]

[ROLE]

[ORGANISATION]

TEMPLATE SAR TO MEDEVENT MEDICAL

[ADDRESS]

Medevent Medical

By email: info@medeventmedical.co.uk;

[DATE]

Dear Sir/Madam

Our client: XXXX

Date of birth: XXXX

Port Ref: XXXX

HO Ref: XXXX

Subject Access Request under Article 15 General Data Protection Regulations ('GDPR') 2018 and Section 45 of the Data Protection Act ('DPA') 2018

We write in relation to the above-named client to request access to our client's personal data under the GDPR 2018/DPA 2018.

We understand that Medevent carry out the initial screening of small boat arrivals when they enter the UK. Our client entered the UK on **[DATE]**.

We request a copy of all personal data held by Medevent Medical (both manually and in electronic form) in respect of our client. This request includes, but is not limited to the following:

1. A copy of any file containing personal data pertaining to our client held both manually and/or electronically.
2. A copy of any records held electronically not included in (1) above. In particular any email correspondence held in individual staff members electronic mail system (i.e. Outlook or equivalent) in inbox, sent, deleted and/or subfolders which are not included in (1) above.

Our client's authority

We enclose with this letter a copy of our client's signed authority confirming their consent to the release of this material to us.

[IF ID IS AVAILABLE] – Please also find a copy of their ID.

[IF ID IS NOT AVAILABLE] Our client does not have access to the usual forms of identity documents. However, we enclose copies of the following documents: **[ARC/Bail 201]** issued by the Home Office which confirms his name and date of birth.

We trust that this will suffice to satisfy you as to the identity of the data subject.

Processing this request

If you do not have in your possession any of the documents listed above, please confirm in writing that this is the case.

If you have in your possession the information requested above, but do not intend to disclose it, please confirm this to be the case and cite the specific data protection exemption upon which you intend to rely, and the reason you consider it to be applicable.

We should be grateful if you could provide the disclosure electronically either by email to **[EMAIL]** or by a secure data sharing platform. If this is not possible, please provide hard copies to the address on this letterhead.

Concluding remarks

We should be grateful if you could confirm receipt of this request and let us know promptly should you have any queries. We look forward to receiving the substantive response to our client's subject access request promptly and within one calendar month as stipulated by the GDPR 2018/DPA 2018.

Yours faithfully,

[NAME]

[ROLE]

[ORGANISATION]

TEMPLATE SAR TO HOME OFFICE

[SPECIFICALLY FOR THOSE WHO HAVE BEEN REFERRED INTO THE NRM]

[ADDRESS]

IECA Disclosure Team

By email only: IECompetentAuthority@homeoffice.gov.uk; and

IECADisclosures@homeoffice.gov.uk

Our Ref: XXXXX

[DATE]

Dear Sir/Madam

Our client: [NAME]

Date of birth: [DOB]

NRM Reference: XXX

Right of Access under Article 15 of the General Data Protection Regulations (“GDPR”) 2018 and Section 45 of the Data Protection Act (“DPA”) 2018

We write in relation to the abovenamed client to request access to our client’s personal data under the GDPR 2018/DPA 2018.

We request a copy of all personal data held in both paper and electronic form by the IECA in respect of our client. This request includes but is not limited to the following:

1. A copy of any and all IECA records pertaining to our client including but not limited to:
 - a. A copy of any and all referrals into the National Referral Mechanism (“NRM”) made in relation to our client;
 - b. A copy of the transcript of any and all interviews held with our client in relation to their referral into the NRM, whether conducted prior to their referral or afterwards;
 - c. A copy of any and all reasonable grounds decisions made in relation to our client;
 - d. A copy of any and all conclusive grounds decisions made in relation to our client;

- e. A copy of any and all minutes to any reasonable or conclusive grounds decisions made in relation to our client;
 - f. A copy of any and all documents relied upon in reaching a reasonable or conclusive grounds decision in relation to our client or referenced in the minutes thereto;
 - g. A copy of any and all reconsideration requests made in respect of our clients;
 - h. A copy of any and all evidence, information and representations submitted by any party in support of any decisions made in relation to our clients;
 - i. A copy of any correspondence with our client including but not limited to correspondence in relation to our client's referral into the NRM, their reasonable or conclusive grounds decisions, or their reconsideration requests;
 - j. Confirmation that any relevant decisions in relation to our client's NRM referral were served to our client and proof of the same;
 - k. Where relevant, a copy of any and all documents, correspondence or information or evidence relied upon evidencing the IECA's reasoning for not personally serving any relevant decision on our client;
 - l. A copy of any and all recorded safeguarding concerns or alerts raised;
 - m. Confirmation and proof of our client's consent to be referred into the NRM and/or to be contacted by the police in relation to any matter raised in their NRM referral;
 - n. A copy of any and all referrals made to support providers commissioned under the Modern Slavery Victim Care Contract ("MSVCC") made in relation to our client;
 - o. A copy of any recovery needs assessment completed in relation to our client;
 - p. A copy of any and all correspondence with third parties in relation to our client, including but not limited to correspondence with the Home Office, Migrant Help, the Salvation Army, the police, any other First Responder organisation, or medical or social care professionals involved in our client's care; and
 - q. A copy of any and all internal correspondence regarding our client.
2. A copy of any records held electronically not included in (1) above, in particular, any email correspondence held in individual staff members' electronic mail system (i.e. Outlook or equivalent) in inbox, sent, deleted and/or subfolders which are not included in (1) above.

Our client's authority

We enclose with this letter a copy of our client's signed authority confirming their consent to the release of this material to us.

[IF ID IS AVAILABLE] – Please also find a copy of their ID.

[IF ID IS NOT AVAILABLE] Our client does not have access to the usual forms of identity documents. However, we enclose copies of the following documents: **[ARC/Bail 201]** issued by the Home Office which confirms his name and date of birth.

We trust that this will suffice to satisfy you as to the identity of the data subject.

Processing this request

If you do not have in your possession any of the documents listed above, please confirm in writing that this is the case.

If you have in your possession the information requested above, but do not intend to disclose it, please confirm this to be the case and cite the specific data protection exemption upon which you intend to rely, and the reason you consider it to be applicable.

We should be grateful if you could provide the disclosure electronically either by email to **[EMAIL]** or by a secure data sharing platform. If this is not possible, please provide hard copies to the address on this letterhead.

Concluding remarks

We should be grateful if you could confirm receipt of this request and let us know promptly should you have any queries. We look forward to receiving the substantive response to our client's subject access request promptly and within one calendar month as stipulated by the GDPR 2018/DPA 2018.

Yours faithfully,

[NAME]

[ROLE]

[ORGANISATION]