

**Request for Disclosure of Personal Data under the Data Protection Act 2018**

Failure to complete this form in full may result in your application being declined.

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| **Section 1: The Request** | |
| Organisation Requesting Data: | *If you are not requesting on behalf of an organisation, please state your name here.* |
| Department / Service Area:  If applicable |  |
| Data Subject Name(s):  The person about who you are requesting information |  |
| Data Subject Address(es): |  |
| Data Subject Data of Birth(s): |  |
| Details of Personal Data Requested: |  |

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| **Section 2: Reasons for the Request** | |
| Please tick the box to highlight the exemption under which you are requesting Personal Data, providing additional details where requested. | |
| **Schedule 2, Part 1, Paragraph 2**  Personal data is **necessary** for: | (1) (a) The prevention or detection of crime |
| (1) (b) The apprehension or prosecution of offenders |
| (1) (c) The assessment or collection of a tax or duty or an imposition of a similar nature |
| **Schedule 2, Part 1, Paragraph 5**  Personal data is **necessary** for: | (2) Disclosure is required under an enactment, a rule of law,  or an order by court  Please list the relevant Act, Section and the requirement, or give details of the order: |
| (3) Disclosure is necessary for the purposes of, or in  connection with legal proceedings, or otherwise  necessary for the purposes of establishing or defending  legal rights  Please provide full details of the above, explaining why disclosure is considered necessary: |
| **Schedule 2, Part 2,**  **Paragraph 7**  Personal data is **necessary** for: | (1) The function is designed to protect members of the public against –  (a) financial loss due to dishonesty, malpractice or other serious improper conduct by, or the unfitness or incompetence of, persons concerned in the provision of banking, insurance, investment or other financial services or in the management of bodies corporate  (b) financial loss due to the conduct of discharged or undischarged bankrupts |
| (2) The function is designed to protect members of the public against –  (a) dishonesty, malpractice or other seriously improper conduct  (b) unfitness or incompetence |
| (3) The function is designed –  (a) to protect charities or community interest companies against misconduct or mismanagement (whether by trustees, directors, or other persons) in their administration  (b) to protect the property of charities or community interest companies from loss or misapplication  (c) to recover the property of charities or community interest companies |
| (4) The function is designed –  (a) to secure the health, safety and welfare of persons at work  (b) to protect persons other than those at work against risk to health and safety arising out of or in connection with the actions or persons at work |
| (5) The function is designed to protect members of the public against –  (a) maladministration by public bodies  (b) failures in services provided by public bodies  (c) a failure of a public body to provide a service which it is a function of the body to provide |
| (6) The function is designed –  (a) to protect members of the public against conduct which may adversely affect their interests by persons carrying on a business  (b) to regulate agreements or conduct which have as their object or effect the prevention, restriction or distortion of competition in connection with any commercial activity  (c) to regulate conduct on the part of one or more undertakings which amounts to the abuse of a dominant position in a market |
| Please explain **why** the data requested is relevant to your investigations/case. | *The Council needs to assess whether the level of data requested is proportionate to the investigation e.g. if you require evidence of a medical condition, why is that particular information relevant? Failure to complete this section may delay disclosure.* |
| Please explain how the Personal Data will be used: |  |
| Please explain how your activities will be prejudiced if the information is not provided: |  |
| Is this information available via another means? |  |

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| **Section 3: Declaration** | |
| I certify that the information provided in this form is true and accurate and that any data supplied will be used only for the purposes described in this request. I understand that if any information on this form is omitted or incorrect I may be committing an offence under Part 6, Section 170 of the Data Protection Act 2018.  I confirm that any information supplied will be treat in a confidential manner and secured in line with the requirements of the Data Protection Act 2018.  **Requests made on behalf of an organisation must be signed by a chief officer who is senior to the requesting officer.** | |
| Requestor Name: |  |
| Requestor Job Title: |  |
| Requestor Signature: |  |
| Date: |  |
| Authorising Officer Name: |  |
| Authorising Officer Job Title: |  |
| Authorising Officer Signature: |  |
| Date: |  |
| How would you like the information to be provided? | *E.g. viewing in person, email.* |
| Contact email address: |  |
| Contact telephone number: |  |