**Request for Disclosure of Personal Information**

**Under**

**Schedule 2 Part 1 2(1)(a) of the Data Protection Act 2018**

**(Previously Section 29 - The Data Protection Act 1998)**

**Schedule 2 Part 1(Paragraph 5) requests**

**Section 1: Requestor Details (please complete)**

|  |  |
| --- | --- |
| Requested by (name): |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |
| --- | --- |
| Organisation: |  |

|  |  |
| --- | --- |
| Address of the organization: |  |

|  |  |
| --- | --- |
| Telephone number: |   |
| Email address: |   |

**Section 2: Data subject’s details**

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| **Other identifying information:** |  |

|  |  |
| --- | --- |
| **What information is required:** |  |

**Section 3: Information supporting disclosure**

|  |  |
| --- | --- |
| **Offence:**  |  |

Unable to specify offence due to risk of prejudice to case

|  |  |
| --- | --- |
| **Reason(s) the information is necessary:** |  |

**This request is made subject to Schedule 2 Part 1 2 (1)(a) of the Data Protection Act 2018**

I certify that the data is required for one of the following purposes, and non-disclosure would prejudice that purpose. I also certify that it will not be used in any way incompatible with the purpose: -

 Prevention or detection of crime

 Apprehension or prosecution of offenders

 Assessment or collection of tax, duty or imposition of similar nature

|  |
| --- |
| **Please explain why releasing the information is necessary and how non-disclosure would prejudice that purpose** |
|  |

**This request is made subject to Data Protection Act 2018 Schedule 2 Part 1(Paragraph 5)**

I am requesting information because it is necessary for:

[ ]  The purpose of or in connection with legal proceedings (including prospective legal proceedings)

[ ]  The purpose of obtaining legal advice

[ ]  The purpose of establishing, exercising or defending legal rights.

[ ]  I confirm that the personal data requested below is needed for the purpose indicated above and a failure to provide that information will be likely to prejudice those matters

[ ]  I can confirm that the individual(s) whose personal data is sought should not be informed of this request as to do so would be likely to prejudice the matters described above.

|  |
| --- |
| **Please explain why you think it is necessary for the council to disclose the information and if relevant please state which law or enactment and section number** |
|  |

**Section 4: Disclosure**

We would like to receive the information by:

 Post

 Email

 X

|  |  |
| --- | --- |
| **The information requested is required by:****(please state email address or full postal address)** |  |

**Section 5 Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |   | Date: |  |
| Print Name: |   | Job Title: |  |

Please return to (delete as appropriate):

The sender or,

Data.protection@cotswold.gov.uk or,

Data.protection@fdean.gov.uk or,

data.protection@westoxon.gov.uk