

REQUEST FOR DISCLOSURE OF PERSONAL DATA

Data Protection Act 2018 Schedule 2 Part 1 2(1)

(Crime & Taxation)

Complete this form and email to seeburn@williamellis.camden.sch.uk

Please note **there is no obligation on the school to disclose information under this provision.**

SECTION 1 - REQUESTER DETAILS

Requester Name:	_____
Organisation Name:	_____
& Address:	_____
	_____ Post code: _____
Requester Job Title:	_____
Telephone Number:	_____
Secure email address:	_____

SECTION 2 – DATA SUBJECT DETAILS

Detail the information being requested.
Do not provide general categories or descriptions such as 'all data' or 'social care records'.
Specify exactly what information is requested.

SECTION 3: JUSTIFICATION FOR DISCLOSURE

The information requested is necessary for one of the following purposes:
Tick as appropriate

a) The prevention or detention of crime,	<input type="checkbox"/>
b) The apprehension or prosecution of offenders, or	<input type="checkbox"/>
c) The assessment or collection of any tax or duty or of any imposition of a similar nature	<input type="checkbox"/>

Provide details:

We will only consider disclosing information which is **necessary** to your case and where non-disclosure of the information sought will **prejudice the purpose given above**.

Detail why the information is necessary. Vague descriptions such as 'we have to provide full disclosure' will not be sufficient.

Please note: ***there is no obligation on the school to disclose information.***

State which statutory power under which you are requesting the information:

SECTION 4: AUTHORISATION

I confirm that any information disclosed to me will not be used in any way which is incompatible with this purpose.

Signed: _____ <i>(requesting officer)</i>	Dated: ____/____/____
Signed: _____ <i>(authorising officer)</i> Print Name: _____ Job Title: _____	Dated: ____/____/____