REQUEST FOR DISCLOSURE OF PERSONAL DATA
Data Protection Act 2018 Schedule 2 Part 1 5(3)
(Required by law/court order or necessary for legal proceedings)

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: (if applicable) _____Post code: _____

Telephone Number: _____

Email address: _____

Please √ tick as appropriate:

a) I am a private individual acting on my own behalf ☐

b) I represent a client(s) ☐

c) Other (please state) ☐

_____

SECTION 2 – DATA SUBJECT DETAILS

Name of the person you are seeking information about:

_____

Information being requested:

SECTION 3: JUSTIFICATION FOR DISCLOSURE

Please check your reason for application:

a) In existing legal proceedings ☐

b) For prospective legal proceedings ☐

c) To obtain legal advice ☐

d) To establish, exercise or defend a legal right ☐

Please detail the proceedings, advice or legal rights that you are intending to establish, exercise or defend.

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*We will only consider disclosing information which is **necessary** to your case.*
Detail why the information is necessary.
<u>*Please note*</u>*: **there is no obligation on the school to disclose information**.*

SECTION 4: AUTHORISATION

I confirm that the information requested is necessary for the purposes described in this application.

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

Signed: _____	Dated: _____/_____/_____