

Request for Personal Data for the Prevention and Detection of Crime, or Legal Proceedings



We will only disclose personal data where permitted under the Data Protection Act 2018. Schedule 2 Part 1 Section 2 allows us to disclose personal data for any of the purposes listed in section 1 below, where to tell the data subject would prejudice your investigation. Schedule 2 Part 1 Section 5 allows disclosures required by law or made in connection with legal proceedings.

This form is designed to ensure that your request is clear and that the legal basis for disclosure is established. **It does not, however, guarantee that we will disclose the data you request.** We need to be assured that the enquiry is justified and the disclosure sought proportionate to the purpose and nature of the enquiry.

If you are hand writing this and there is not enough room in a section please continue on a separate sheet and attach it.

1 – For which purpose do you require information? Please tick all boxes that apply.	
(a) the prevention or detection of crime,	<input type="checkbox"/>
(b) the apprehension or prosecution of offenders	<input type="checkbox"/>
(c) the assessment or collection of any tax or duty or of any imposition of a similar nature	<input type="checkbox"/>
(d) any legal proceeding, including prospective legal proceedings (please provide any relevant court orders)	<input type="checkbox"/>
(e) Information required for the purpose of obtaining legal advice	<input type="checkbox"/>

2 - Information requested	
What is the full name, date of birth and address of the data subject(s)? <i>(The person(s) about whom you are requesting personal data).</i>	
What personal data are you asking for?	
Please advise why this may be relevant to your investigation.	
For what date(s) or period(s) are you looking for information?	

Please say how the investigation will be prejudiced or delayed if this information is not disclosed.	
Please advise when you require this information by.	

3 - Your details (The requestor)	
Your name:	
Organisation:	
Position: <i>(Please include badge number if Police).</i>	
Your contact details:	

4 - Declaration (Physical signature required*)	
The information I have given on this form is correct and complete to the best of my knowledge and belief. I accept that the school may need to make further enquiries to ensure that they do not disclose personal data otherwise than in accordance with the Data Protection Act 2018.	
I confirm that the information disclosed to me (if any) by the school will only be used for the purposes stated within this form.	
Signature	Date

Counter Signatory of requestor – Senior officer sign off, e.g. CIO/SIRO/Data Protection Officer Note: We are unable to comply with your request without a counter signatory (Physical signature required*)			
Name	Position	Signature	Date

**We require a physical signature, please sign and scan the document before sending to the returning.*

For School use:

Name	Position	Approved or refused	Date requestor notified

Brief justification for disclosure if disclosed.

CONSENT FORM: Appendix A

CONSENT OF THE VICTIM/INDIVIDUAL TO THE RELEASE OF THE INFORMATION REQUESTED BY THE POLICE

1. I, *[name of the victim/individual about whom information is requested]* of *[address]* confirm that *[.....]* Police has sought my consent to the disclosure of information held about me by **[Insert School Name]** for the purposes of a criminal investigation into allegations made by me against *[name of the alleged offender]*.

2. I confirm that I have been fully briefed by *[.....]* Police as to the implications of consenting to the release of the information and, in particular:
 - I have been briefed as to the nature of the information requested;
 - I have been informed how the information is going to be used and the procedures to be followed in relation to the request;
 - I am aware of the consequences of consenting to the disclosure of the information and, in particular, that, in certain circumstances, the information referred to above may be disclosed to the defence in any criminal proceedings that might arise as a result of the investigation and that the information may be referred to in these proceedings;
 - *[.....]* Police has confirmed that they will keep me informed about the use of any information disclosed by **[Insert School Name]** to *[.....]* Police and, in particular:
 - will inform me whether this information may have to be disclosed to the defence and seek my views, and
 - that my views about such disclosure will be considered by *[.....]* Police and the Crown Prosecution Service at each stage of the investigation and the proceedings;

And;

 - I am aware that, subject to compliance with any enactment or where the documents are required for an appeal, where there are no criminal proceedings or the proceedings are discharged, or the accused is acquitted, or the proceedings have been completed, the documents provided by **[Insert School Name]** will be returned.

3. I therefore give my consent to the release of the information by **[Insert School Name]** to *[.....]* Police for the purposes set out above.

Name:.....*[Signature]*

Date: