**REQUEST FOR DISCLOSURE OF PERSONAL DATA**

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

(Crime & Taxation)

Complete this form and email to [Disclosurerequests@camden.gov.uk](mailto:Disclosurerequests@camden.gov.uk)

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

**SECTION 1 - REQUESTER DETAILS**

|  |
| --- |
| Requester Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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 √ the appropriate box  The prevention or detection of crime,  The apprehension or prosecution of offenders, or  The assessment or collection of any tax or duty or of any imposition of a similar nature  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 council 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(requesting officer*) | Dated:  \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (authorising officer)  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Dated:  \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_ |