

REQUEST FOR DISCLOSURE OF PERSONAL INFORMATION
Schedule 2, Part 1 (2) Data Protection Act 2018
(Crime & Taxation)

The following form must be completed prior to the council considering a request for information under Schedule 2, Part 1 (2). For more information, please refer to the guidance notes designed to assist you to complete the form (appendix 1).

Recipients will become the data controller in respect of any personal data disclosed to them in relation to this request and must adhere to all relevant data protection legislation in their handling of that personal data.

Section 1: Requester Details

Full Name:	
Job Title/Rank:	
Organisation:	
Address:	
Tel no:	
Email:	
Your Ref:	

Section 2: Data Subject Details

Full Name:	
Current or last known address:	
Other identifying information:	
<p><u>State the specific information you require:</u> <i>Detail the information being requested stating the service area(s) of the Council you wish us to search if known e.g. Council Tax, Licensing, Social Care etc.</i></p> <p><input type="checkbox"/> Please tick here if further information has been attached.</p>	

Section 3: Justification for requesting disclosure

<p>3.1 Alleged Offence(s):</p> <p><input type="checkbox"/> Please tick here if you are unable to specify the offence due to risk of disclosure prejudicing the investigation/case.</p> <p>3.2 Statutory Powers <i>State under which statutory power you are requesting the information:</i></p> <p>3.3 Purpose</p> <p>By selecting one of the following, state the purpose for requesting disclosure of personal information about the data subject specified in section 2 of this form:</p> <p><input type="checkbox"/> Prevention or detection of crime. <input type="checkbox"/> Apprehension or prosecution of offenders.</p>
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- Assessment or collection of tax, duty or imposition of a similar nature.
- Protecting the vital interests of a person under GDPR Article 6(1) (d).

3.4 Please explain the following:

- Why the data requested is relevant to your investigations/case
- How the personal data will be used
- How your activities will be prejudiced if the information is not provided
- Is this information available via other means?

*The council will only consider disclosing information **necessary** to your case and where non-disclosure of the information will **prejudice the purpose given above**. Information requests vague in descriptions will not be considered.*

- Please tick here if further information has been attached.

Section 4: Authorisation and Declaration

The Authorising Officer must be ranked Police Inspector or higher and for other 'relevant bodies' a Senior Officer/Manager. In instances where it is not operationally viable to obtain a wet signature then we will accept an email from the Authorising Officer attaching this paperwork and confirming their approval.

I certify that:

- Information requested is compatible with the stated purpose and that any information disclosed will not be used in any way which is incompatible with this purpose.
- I understand the information provided on this form to be correct.
- I understand that if any information given on this form is incorrect; can be an offence under section.170 of Data Protection Act 2018.

Requesting Officer

Signed:	Date:
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Authorising Officer

Full Name:	
Job Title/Rank:	
Signed:	
Date:	

Section 5: Information Provision

If we hold the requested information, how would you like the information to be provided?

- Via secure email
- Collection in person (proof of identification required when collecting)

Section 6: Where to send your request

Requests can be submitted either via email or by post as follows:

Via email:

InformationRequests@barnsley.gov.uk

We recommend that you use a secure e-mail solution for sending personal or confidential information to us.

Via post:

Barnsley MBC, Information Requests Team, PO Box 634, Barnsley, S70 9GG

If you choose to post the request, please ensure it is sent securely, ensuring the envelope is marked 'Private and Confidential'.

If the form is not completed in full, you will be asked to resubmit the request. We will notify you if we do not hold the requested information or if your request for disclosure is refused.

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

Appendix 1

Guidance - requests for disclosure of information under Schedule 2, Part 1(2) of the Data Protection Act 2018

- This form replaces the Section 29(3) Data Protection Form which has become redundant by virtue of new data protection legislation.
- It can be used by organisations as a means of making a formal request to the council for personal data where disclosure is necessary for the purpose of the prevention or detection of crime or the apprehension or prosecution of offenders.
- Examples of organisations that can submit requests under Schedule 2, Part 1 are; Police, HMRC, other Local Authorities or Public Bodies, acting under authorised powers.
- Your request places no compulsion on the council to disclose information; the council may decide that it should not release the information even if the exemption applies.
- You should provide necessary reassurance that a disclosure for these purposes is appropriate and in compliance with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR), most relevantly the exemption for law enforcement within the DPA 2018 for Crime & Taxation.

Section 1: Requester Details

- Please provide your name, job title and organisation to allow us to identify you as a person with statutory authority to make a request under the exemption.
- Please include your address, a secure email address and a telephone number to allow us to contact you or forward the information once a decision has been made.

Section 2: Data Subject Details

- Please specify the information you are looking for and, where known, any other details which would enable us to locate the data.
- You can attach any additional documents that may help us locate the information or identify the data subject. Please tick the attachments box where indicated if you are sending any additional information.

Section 3: Justification for requesting disclosure

- Please supply details of the alleged offence. Where you are unable to specify the offence, please tick the appropriate box. This should only be used where it is likely to prejudice the case as this information can aid the decision-making process.
- Please state under what statutory powers you are requesting the information. Stating the law you require the information under will provide us with a legal basis for processing your request.
- For the purposes of crime prevention, apprehension or conviction of an offender the requested information should relate to a specific individual. This exemption must not be used for 'trawling' information and these requests will be refused.

- Please provide reasons why the information is necessary to your case.
- The council reserves the right to withhold information if sufficient grounds for applying the exemption are not provided.

Section 4: Authorisation and Declaration

- The Authorising Officer must be ranked Police Inspector or higher and for other 'relevant bodies' a Senior Manager.

Section 5: Information Provision

- Please state how you would like to receive the information. The most convenient, secure and preferred method is via secure email.
- We can provide information by alternative means, but this may result in delay releasing the requested information. If you wish to collect the information then we will require sufficient identification (for example, an ID badge or a warrant card).
- When we receive a completed form, we will assess whether this information will be released. We will endeavor to provide the information you have requested as soon as possible.

Section 6: Where to send your request

Via email:

We recommend that you use a secure e-mail solution for sending personal or confidential information to us

Via post:

If you choose to post the request, please ensure it is sent securely, with the envelope marked 'Private and Confidential'.

Failure to complete the form in full is likely to delay the process of obtaining the information.