

# REQUEST FOR DISCLOSURE OF PERSONAL DATA

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

### (Crime & Taxation)

Complete this form and email to [admin@stmichaels.camden.sch.uk](mailto:admin@stmichaels.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,

b) The apprehension or prosecution of offenders, or

c) 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 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>	Dated: ____/____/____
Print Name: _____	
Job Title: _____	