This form is to make a request for a one-off disclosure of personal data. Please note that disclosure remains at the discretion of ORGANISATION NAME, in the absence of a Court Order.

All information provided will be held in the case file for one month after the last activity on the case. After this time, anonymised data will be held for statistical purposes only.

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| **Requester details** | | | |
| **Name** |  | **Organisation** |  |
| **Email** |  | **Direct phone** |  |

All requesters will be subject to verification, prior to the request being processed.

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| **Data subject** | | | |
| **First names** |  | **Date of birth** |  |
| **Surname** |  | **Gender** |  |
| **Current or last known address, including postcode** | | | |
|  | | | |
| **Any other identifiers, eg previous addresses, alternative names, National Insurance number** | | | |
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| **Aim of the request** |
| Please use the space below to detail why you require the information, what you intend to do with it, and how long you will retain the information. |
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| **Transparency** |
| How will you communicate the processing information to the data subject(s) in accordance with UK GDPR Articles 14 (1-4)? *(Delete as applicable)* |
| * The data subject is already aware * We will inform the data subject in writing within one calendar month * Article 14(5) of UK GDPR is engaged, so transparency is exempt (please provide details below) |

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| **Information requested** |
| **What sort of information are you hoping to receive from us?** |
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| **Which service areas would you like us to search?** |
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| **Potential impact of not receiving the information** |
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| **Lawful and legitimate interest in the information** |
| **This information is requested under** *(Please provide details of the legislative provision(s); delete as appropriate)***:** |
| Schedule 2, Part 1, Para 2 (1). Data Protection Act 2018  (a)the prevention or detection of crime,  (b)the apprehension or prosecution of offenders, or  (c)the assessment or collection of a tax or duty or an imposition of a similar nature,  Schedule 2, Part 1, Para 5 (3). Data Protection Act 2018  (a)is necessary for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings),  (b)is necessary for the purpose of obtaining legal advice, or  (c)is otherwise necessary for the purposes of establishing, exercising or defending legal rights |
| **With specific reference to Articles 6(1) and 9(2) (if applicable) of GDPR, please state why your processing is lawful.**  *Note: if you are relying on consent from the individual(s), this is not the correct form, and the request should be made under the Right of Subject Access* |
|  |
| **If you expect to receive information relating to criminal convictions and offences, please state how you have official authority, in accordance with Article 10 of UK GDPR, or, with specific reference to Schedule 1 of DPA, how you are authorised to process this data.** |
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Any sourced information will be sent to the email address provided by secure email. While every effort will be made to process your request as soon as possible, priority will always be given to requests subject to a statutory deadline. We will inform you if we anticipate that our response will take longer than one month to collate.