**Request for Disclosure of Personal Data from External Organisations**

This form is used to request personal data from another organisation or company.

|  |  |
| --- | --- |
| Organisation |  |
| Contact Name and Position |  |
| Address |  |
| Telephone/Email Address |  |

|  |
| --- |
| Data Requested- Data Subject |
| Name  |  |
| Date of birth |  |
| Address |  |
| Nature of Enquiry |  |

|  |
| --- |
| Data Requested and Reason for Request |
| Please give brief details to show that: (a) The volume of requested information is proportionate to the purpose for which you are requesting it and cannot be obtained by other means or from other sources (b) The requested information will be of substantial value to the investigation or proceedings or statutory obligation (c) Lack of access to the requested information will prejudice the investigation or proceedings  |
|  |

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| --- | --- | --- | --- |
| **Purpose** | **DPA Legal Basis** | **Y/N** | **Legal reference** (please note the legislation upon which you rely) |
| For the prevention or detection of crime | Data Protection Act 2018 schedule 2, part 1, paragraph 2(1)(a) |  |  |
| For the apprehension or prosecution of offenders | Data Protection Act 2018 schedule 2, part 1, paragraph 2(1)(b) |  |  |
| For the assessment or collection of any tax or duty or of any imposition of a similar nature | Data Protection Act 2018 schedule 2, part 1, paragraph 2(1)(c) |  |  |
| For or in connection with legal proceedings (including prospective legal proceedings) | Data Protection Act 2018 schedule 2, part 1, paragraph 5(3)(a) |  |  |
| For obtaining legal advice | Data Protection Act 2018 schedule 2, part 1, paragraph 5(3)(b) |  |  |
| Is otherwise necessary for the establishment, exercise or defence of legal rights | Data Protection Act 2018 schedule 2, part 1, paragraph 5(3)(c) |  |  |
| Is necessary for compliance with a legal obligation or necessary for the performance of a task carried out in the public interest or exercise of official authority |  |  |  |
| Other (specify) |  |  |  |

**Any other relevant information**

**I confirm that:**

If the personal data requested is not disclosed, it will prejudice the prevention or detection of crime or the apprehension or prosecution of offenders of the assessment or collection of any tax or duty of any imposition of a similar nature.

If the personal data is not disclosed it will prejudice the purpose set out above.

**Signed:**

**Name:**

**Date:**