

Data Protection Act 2018 Personal Data Request DPA Sch2(2) Form

Under Schedule 2: Part 1 (Paragraph 2) (hereafter known as a 212 Disclosure Request) of the Data Protection Act 2018 competent authorities (as set out in Schedule 7) such as the police, government departments and local authorities with the regulatory powers are able to request access to personal data without the consent of the data subject for the purposes of:

- prevention or detection of crime
- the apprehension or prosecution of offenders
- the assessment or collection of a tax or duty or an imposition of a similar nature

This does not give an automatic right of access to information. The Act states that public bodies can assess the merits of requests and decide whether or not to apply the exemption.

212 requests must be made by completing this form.

Please note: this form must be signed off by someone of inspector rank or above, or equivalent.

We are prepared to accept an email from the authorising officer, attaching the 212 disclosure request and stating clearly that they are authorising the form, if there are circumstances where a handwritten signature on the form cannot be obtained.

1. Requestor

First name(s):		Last name:	
Job title:			
Organisation:			
Address:			
Postcode:		Telephone:	
Email:			

2. Data subject

Please specify: Student Staff

Current details

First name(s):		Last name:	
Address:			

Other identifying information

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3. Specific information required

4. Reason for requesting disclosure

Offence(s)

Unable to specify offence due to risk of prejudicing the case

Statutory powers (e.g. Sexual Offences Act, Prevention of Crime Act)

Purpose

State the purpose for requesting disclosure of personal information about the data subject specified in section 2 of this form.

Select one option

- Prevention or detection of crime
- Apprehension or prosecution of offenders
- Assessment or collection of tax, duty or imposition of a similar nature

5. Information provision

Unless there is a reasonable justification, all information will be provided in electronic format.

We will notify you if we do not hold information or your request for disclosure is refused

6. Declaration and authorisation

The authorising officer **must be of the rank of police inspector or higher**, or for other 'relevant bodies' a senior officer/manger. In the case of an inspector not being available at your location, we will accept an email from an inspector (or higher-ranking officer) attaching this paperwork and confirming their approval. **We do not accept typed signatures.**

Declaration

I certify that:

- Information requested is compatible with the stated purpose and will not be used in anyway incompatible with that purpose
- Non-disclosure would prejudice the case
- I understand information given on this form is correct
- I understand that if any information given on this form is incorrect, I may be committing an offence under the Data Protection Act 2018

Requestor

Signed:		Date:	
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Authorising Officer

First name:		Last name:	
Job title:			
Signed:		Date:	

Where to send this: email to DPO@aecc.ac.uk

INTERNAL USE: If request relates to staff send to HR; if relates to students send to Registry