To ensure your request is reviewed, and where possible fulfilled, all fields must be completed accurately.

Please be aware, completing this form does not give an automatic right of access to the requested information, \*unless you are requiring the disclosure of the requested information through a court order or legislative requirement. If this is the case, you will either need to provide evidence of the court order or provide detail the legislation and its specific requirement(s).

By completing and submitting this form, your request will be reviewed and assessed on merit, and you will be informed if an exemption to disclose\* will be applied and if we consider the request is necessary and proportionate.

Requestor information

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Last Name  |  |
| Job title  |  |
| Organisation  |  |
| Address  |  |
| Post Code  |  | Telephone |  |
| Email  |  |
| Under what authority is the information being requested?  | *e.g., police, DWP, HMRC* |
| Under which legislative Act are you requesting this information? | *e.g., 109B(2A) of the Administration Act* |
| If you are relying on an exemption under Sch. 2 of the DPA 2018, please provide the details. |  |
| Provide authorising manager/superior contact details | *e.g., senior manager,* | Telephone number |  |

Data Subject Information – Details of the individual persons data you are requesting.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Last Name |  |
| Current or last known address |  |
| Other identifying information relevant to this request |  |

|  |
| --- |
| Data request information |
| Please state the information that you require. We will only share the minimum necessary amount of relevant data with you. We may ask for more information to ascertain why you require all information you have requested. |
|  |
| What is your intended purpose and nature of your investigation? Please state how the requested information will this data help you?*For example, bank details and addresses may be needed for fraud investigations.* |
|  |
| Please explain the legal basis of your request. |
|  |
| If your request includes special category data, please confirm below what Article 9 condition you are relying upon, in addition to the lawful basis above, and why you believe this information should be included within this request.  |
|  |
| What would be the impact of this request not being fulfilled? |
|  |

# Declaration

# The information requested will not be used in other way except the purpose described within this document.

# The information, and reason for requesting this information is correct and justified.

|  |  |
| --- | --- |
| Name  | Signed. |