

Data Protection Act 2018

Personal Data Request DPA Sch2(2) Form

1. Requestor

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

2. Data subject

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 (eg Sexual Offences Act, Prevention of Crime Act etc)

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 your request

Please note: If the form has not been fully or properly completed and authorised you will be asked to re-submit your application.

Send this form to:

Email: probationrequests@staffordshire.gov.uk

Postal address:

Access Team – Corporate Services
Staffordshire County Council
Staffordshire Place 1 – Fourth Floor
Tipping Street
Stafford
ST16 2LP

Fax: We do not accept faxes