

**Middlesex University Request for Disclosure of Personal Data**

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| --- | --- |
| Policy owner | Legal Team |
| Author if different from above | N/A |
| Version | Version 2 |
| Last Review Date | 01/09/2022 |
| Next Review Due | March 2024, unless circumstances require an earlier review |

Approvals

|  |  |
| --- | --- |
| **Committee / Individual** | **Date** |
| Information Governance Group (IGG) | Approved by the Information Governance Group on 28 Nov 2022 |

**Request for Disclosure of Personal Data under**

**DATA PROTECTION ACT 2018 SCHEDULE 2, PART 1, PARAGRAPH 2.**

**Section 1 ‐ Requester details:**

|  |  |
| --- | --- |
| Requestor name |  |
| Organisation nameand address |  |
| Requestor job title |  |
| Telephone number |  |
| Secure email address |  |

**Section 2 - Information being requested:**

|  |  |
| --- | --- |
| What is the full name of the data subject (i.e. the person about whom you are requesting personal data? |  |
| Please provide any other relevant data to identify the data subject if available i.e. address, date of birth |  |
| Please provide further information about the incident/enquiry (i.e. timeframes, places, and reference numbers) and explain why you are needing disclosure (*describe the subject or enquiry without prejudicing them).* |  |

**Section 3 – Purpose for which Personal Data is requested:**

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| --- |
| **Legal Gateways and Purposes for Requesting the Personal Data** |
| I confirm that the personal data and other information is required for the following purpose(s):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Purpose | Relevant Legislation | Tick |
| 1 | For the prevention, investigation and detection of crime | Police Acts, Common Law |[ ]
| 2 | For the apprehension and prosecution of offenders | Police Acts, Common Law |[ ]
| 3 | To confirm or corroborate information for intelligence purposes | Police Acts, Common Law |[ ]
| 4 | To be put before a court to obtain a search warrant | Police Acts, Common Law |[ ]
| 5 | To prepare a file for the coroner’s court | On request of the coroner |[ ]
| 6 | To further a money laundering or confiscation investigation | Proceeds of Crime Act 2002 |[ ]
| 7 | To risk assess the address to safeguard the health and safety of any emergency personnel attending | Police Acts, Health & Safety, Common Law |[ ]
| 8 | To identify if there are children at the address to negate any harm caused by police action | Children’s Act 2004 |[ ]
| 9 | To locate a missing person and ascertain their well being | Police Acts, Common Law |[ ]
| 10 | To progress enquiries into a road traffic incident | Police Acts, Common Law |[ ]
| 11 | To protect life or property | Police Acts, Common Law |[ ]
| 12 | For the prevention and detection of crime, for the apprehension and prosecution of offenders. | Data Protection Act 2018, Schedule 1, Part 2, Paragraph 10; Schedule 2, Part 1, Paragraph 2  |[ ]
| 13 | Other (please specify) |  |[ ]

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When complete please return this form to the Data Protection Officer at dpaofficer@mdx.ac.uk

Reviewed and approved by the Information Governance Group on: 28 November 2022