



Police Service of Northern Ireland

REQUEST FOR DISCLOSURE OF PERSONAL DATA

To: _____ (Note 1)

(1) The following request is required to assist in enquiries which are concerned with; and are for the purpose of:

- (a) Data Protection Act 1998 - Section 28(1) National Security Exemption [] (Note 2)
(b) Data Protection Act 1998 - Section 29(3) Crime Exemption []
(i) the prevention or detection of crime, and/or []
(ii) the apprehension or prosecution of offenders []
(c) Data Protection Act 1998 - (Miscellaneous) - the information is required urgently in the vital interests of an individual and disclosure is urgently required for preventing injury or other damage to the health of any person(s) []

(2) Please provide information concerning the following individual: _____ (Note 3)

(3) I require the following information: _____ (Note 4)

*(4) The information is required for the following investigation: _____ (Note 5)

*Where details are not supplied, this form must be signed by an officer not below the rank of Superintendent.

and the information required relates to service/case reference number: _____ (Note 6)

(5) I have reasonable grounds for believing that failure to disclose this information will be likely to prejudice those matters and confirm that it will not be used in any way incompatible with the purpose for which it is being disclosed. I understand that if any information on this form is omitted or wrong, I may be committing an offence under Section 55 of the Data Protection Act 1998.

Investigating Officer (Name) _____ Rank/Number _____

Signature _____ Station and Tel No _____

Authorising Officer (Name) _____ Rank/Number _____

Signature _____

This application must be authorised by an officer senior to the requesting officer and of the rank of Inspector or above.

IN ORDER TO MAINTAIN POLICE CONFIDENTIALITY THIS REQUEST SHOULD BE TREATED IN CONFIDENCE

NOTES:

(Note 1): Please provide the name of the organisation/company from which you are requesting information.

(Note 2): Please tick one box, either:

28(1) (National Security Exemption)

This exemption can be used if, you are requesting information to support criminal investigations.

29(3) (Crime Exemption)

This exemption can be used if, you are requesting information to support criminal investigations.

Exemption 29(3) provides that personal data are exempt in any case, in which the disclosure is for any of the Crime (and Taxation) purposes and where the application of those provisions in relation to the disclosure would be likely to prejudice any of the matters mentioned.

Miscellaneous

This exemption can be used if, you are urgently requesting information in order to prevent injury or other damage to the health of an individual.

(Note 3): Please provide sufficient information in order for the Data Protection Controller to identify an individual on their records. You should include the name of the individual in all circumstances and any other relevant information. If possible, in order to assist the Data Controller, you should include a copy of any documentation which supports and confirms the details supplied.

(Note 4): Please state what information you require to support your enquiry. You should not ask for "all information known about the individual" or similar. Additionally, you must ask for specific information, if in doubt discuss the matter with the Data Controller.

(Note 5): Please give enough information so that the Data Controller can make a decision whether to disclose in accordance with your declaration (Para 5). This information must relate to the specific enquiry, including a clear explanation as to why the information is being sought and why the enquiry is likely to be prejudiced if, it is not provided.

In the instances where the explanation would itself prejudice the enquiry you should give no details and have the Form signed by a senior officer not below the rank of Superintendent.

(Note 6): Please supply the case number, file number, case name, or any other reference that identifies the investigation.

(Note 7): This form should not be used where the only purpose is to confirm known facts, for general intelligence or for administrative functions. The investigating and Authorising Officers should be aware that they are each making a statement that the two conditions are true and that obtaining personal data under false pretences may be a criminal offence.