



**Request for disclosure of personal data under
Schedule 2, Part 1 (2) of the Data Protection Act
2018 - Crime and Taxation purposes**

Section 1: Details of company / organisation making the request

**Company / Organisation
Name**

Address (inc. postcode)

**Telephone Number
(switchboard)**

Website Address

Section 2: Details of employee making request

Employee Name

Job Title / Position

**Telephone Number (direct
line)**

Email Address

**Your Reference Number (if
applicable)**

Section 3: Whose information do you require?

Please provide as much information as possible to help us identify the person you require information about. Include information such as first, middle, last name, other known or previous names, current/previous address, date of birth, national insurance number, relevant references numbers etc.

*****Please note: the requested information must relate to a specific individual. The exemption must not be used for trawling information. Such requests will be refused*****

Section 4: What information do you require (please be as specific as possible)?

Section 5: Why do you require this information? Describe what you seek to show or prove with this information.

Please be as specific as possible as this will aid in the decision making process. If you are unable to provide specific information as it will prejudice the purpose please state this.

Section 6: Describe why this information is necessary to the purpose, include the anticipated effect of the information not being provided.

Section 7: Please detail any steps that you have already taken to obtain this information by other means.

Section 8: Under what exemption are you requesting the information?

Crime and Taxation: General (DPA2018 Schedule 2, Part 1 (2))	Please '✓'
<ul style="list-style-type: none">• Prevention or detection of crime	
<ul style="list-style-type: none">• Apprehension or prosecution of offenders	
<ul style="list-style-type: none">• Assessment or collection of tax or duty or an imposition of a similar nature	

Section 9: Under which statutory powers and/or legislation are you requesting the information?

Section 10: Please state any relevant timescales for this request.

Section 11: Declaration

- I wish to obtain personal data under Schedule 2, Part 1 (2) of the Data Protection Act 2018.
- I confirm that I am authorised to make this request on behalf of my employer (as detailed in section 1 of this form).
- I confirm that the information is required for the purpose(s) indicated on this form and non-disclosure would prejudice that purposes(s).
- I confirm that any information disclosed under this request will only be used for the purpose(s) specified on this request form.
- I understand that if any of the information given on this form is incorrect I may be committing an offence under Part 6, Section 170-173 of the DPA2018.

Signature of person making request:	
Date:	

Requests may be submitted directly to the Service/Department to which the requested information relates. Alternatively requests may be submitted to information.management@rctcbc.gov.uk