

**REQUEST FOR DISCLOSURE OF PERSONAL INFORMATION**

**Exemptions in the Schedules to the Data Protection Act 2018**

The following form must be completed prior to Chichester District Council (CDC) considering a request for information under the stipulated schedule(s) to the Data Protection Act 2018 (DPA 2018).

Recipients will become the data controller in respect of any personal data that is disclosed to them pursuant to this request and must adhere to all the relevant data protection legislation in their handling of that personal data.

**Section 1: Requestor Details**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Job Title/Rank** |  |
| **Organisation** |  |
| **Address** |  |
| **Tel No** |  |
| **E-mail** |  |
| **Your Ref** |  |

Please mark as appropriate:

|  |  |
| --- | --- |
| I am a private individual acting on my own behalf |  |
| I represent a client(s)/companyIf so, state your client relationship and/or which company you represent |  |

**Section 2: Data Subject Details**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Current or Last Known Address** |  |
| **Other Identifying Information** |  |
| **State the specific information you require**Describe in detail the information being requested stating the service areas of CDC you wish to be searched if known eg Council Tax, Licensing, Development Management, Environmental Health etc☐ Please tick here if further information has been attached. |

**Section 3: Justification for Requesting Disclosure**

For guidance in completing this section, please refer to the Information Commissioner’s Office website using the following link: [Exemptions | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/exemptions/)

Please stipulate with full particularity the specific schedule(s) and the corresponding paragraph numbers thereof in the DPA 2018 which contain the exemption(s) pertaining to this request for personal information.

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| **CDC will only consider disclosing information which is necessary to this request** **Please detail your request as follows*** Describe what you seek to show or prove with this information.
* Describe why this information is **necessary** to the case, including the anticipated effect of the information not being provided.
* Provide the date, time, and location of incident if applicable.
* Please detail any steps you have already taken to obtain this information by other means. Any reasonable steps you have taken to acquire this information by other means will support arguments in favour of disclosure.
* List which conditions of Article 6 and, if applicable, Article 9 of the UK General Data Protection Regulation on which you rely to support your application for the disclosure of information.

☐ Please tick here if further information has been attached. |

**Section 4:** Authorisation and Declaration

The Authorising Officer who is providing a countersignature must, in the case of a police force, be ranked as a police inspector or higher and in the case of another requesting body or organisation be a senior officer/manager. Where it is not operationally viable to obtain a wet signature then CDC will accept an e-mail from the Authorising Officer attaching this paperwork and confirming their approval.

🞏 I confirm that the information requested is necessary for the purpose described in this application.

🞏 I confirm that any information disclosed to me will not be used in any way which is incompatible with this purpose.

Requesting Officer

|  |
| --- |
| **Signature** |
| **Print Name** | **Date** |

Authorising Officer

|  |  |
| --- | --- |
| **Full Name** |  |
| **Job Title/Rank** |  |
| **Signed** |  |
| **Date** |  |

**Section 5: Information Provision**

If CDC holds the requested information and accedes to the disclosure request, how would you like the information to be provided?

🞏 Via secure e-mail

🞏 Collection in person (proof of identification required when collecting)

**Section 6: Where to send this request application form**

Requests can be submitted either via email or by post as follows:

Via e-mail: Contact@chichester.gov.uk

We recommend that you use a secure e-mail solution for sending personal or confidential information to CDC.

Via post:Customer ServicesEast Pallant House East Pallant Chichester West Sussex PO19 1TY.

If you choose to post the request, please ensure it is sent securely and that the envelope is marked ‘Private and Confidential’.

If the form is not completed in full you will be asked to re-submit the request. We will notify you if we do not hold the requested information or if your request for disclosure is refused.