

## Request for Personal Information – Part 1

To:

|                          |  |
|--------------------------|--|
| Organisation:            |  |
| Name & Job Title/Rank:   |  |
| Contact address/details: |  |

From:

|                          |  |
|--------------------------|--|
| Organisation:            |  |
| Name & Job Title/Rank:   |  |
| Contact address/details: |  |
| Project ref:             |  |

**I am a Designated/Primary Designated Officer for the purposes of the Operational Information Sharing Protocol for Crime & Disorder for Kent & Medway. In accordance with the Protocol I request personal information or sensitive personal information about:**

|                        |  |
|------------------------|--|
| Surname:               |  |
| All previous surnames: |  |
| Also known as:         |  |
| Forenames:             |  |
| Place of birth:        |  |
| Date of birth:         |  |
| Full present address:  |  |
|                        |  |
|                        |  |
|                        |  |
| Post code:             |  |
| Full previous address: |  |
|                        |  |
|                        |  |
|                        |  |
| Post code:             |  |

Only the minimum amount of information to meet the requirement of the request should be disclosed and it will only be used for the purpose specified. The recipient will not release the information to any third party without obtaining the express written authority of the partner who provided the information.

**RESTRICTED when complete (amend if required)**

The subject of this request has given their consent, which is attached. Where this has not been obtained the specific statutory power, obligation or DPA exemption is set out here. The making of an unjustifiable request could constitute a criminal offence. Evidence must be provided to substantiate any disclosure being made where a public interest test is required and the public interest to disclosure is considered to outweigh the interest to maintain a duty of confidence.

I confirm that the personal or sensitive information is required for the following purpose and with the following justification:

Please use continuation sheet, if required.

The information I require is:

Please use continuation sheet, if required.

Failure to disclose the information will have the following impact:

Please use continuation sheet, if required.

**I confirm, that in accordance with S29 of the Data Protection Act the subject will not be informed of this disclosure, because to do so is likely to prejudice the prevention or detection of crime or the prosecution or apprehension of offenders (delete this paragraph where this is not relevant and the subject has been advised of the planned disclosure).**

|         |  |       |  |
|---------|--|-------|--|
| Signed: |  | Date: |  |
|---------|--|-------|--|

**Request for Personal Information – Part 2**  
**Confirmation of Disclosure**

**To:**

|                          |  |
|--------------------------|--|
| Organisation:            |  |
| Name & Job Title/Rank:   |  |
| Contact address/details: |  |
| Project Reference:       |  |

**From:**

|                          |  |
|--------------------------|--|
| Organisation:            |  |
| Name & Job Title/Rank:   |  |
| Contact address/details: |  |
| Project Reference:       |  |

**A list of the specific information to be disclosed is listed here (not the information itself which must be recorded separately).**

Information to be disclosed:

Please use continuation sheet, if required.

**I confirm that full consideration has been given and that I am satisfied the information listed above may be disclosed. This information is provided to you solely for the purpose set out within your request and must not be used for any other purpose without my prior and express written authority.**

|         |  |       |  |
|---------|--|-------|--|
| Signed: |  | Date: |  |
|---------|--|-------|--|