



## Request for disclosure of personal information

**(1) Please provide the contact name, role and organisation details for the request:**

**(2) Please provide information that enables us to identify the individual:**

Give sufficient information for the Data Controller to identify an individual from their records. You should include the name and address of the individual and any other information you feel is relevant. This exemption **must not** be used for 'trawling' information and these requests will be refused

**(3) I require the following information:**

State what information you require to support your enquiry. You should not ask for 'all information known about individual' or similar. You must ask for specific information. Give enough information so the Data Controller can make a decision whether to disclose in accordance with your declaration at Para 8.

**(4) The information sought is required for the purpose of:**

- Prevention or detection of crime
- Apprehension or prosecution of offenders
- Assessment or collection of tax, duty or imposition of similar nature

Please supply full details of the investigation/prosecution or assessment or collection.

Please provide the case number, file number, case name or other reference that identifies the investigation

(5) Give sufficient explanation as to why the information is required for the purpose identified at (4) above.

***If possible, in order to assist the Data Controller, you should include a copy of any documentation which supports and confirms the details supplied. More than one individual may only be named if they are relevant to the same investigation.***

**(6) How will failure to disclose the information prejudice the purpose identified at (4) above?**

**(7) Detail all other means of obtaining the information which you have used and are now exhausted and proved unsuccessful:**

**(8) I confirm that information requested is necessary for, and will only be used for, the following purposes:**  
Please tick as appropriate

- Prevention or detection of crime
- Apprehension or prosecution of offenders
- Assessment or collection of tax, duty or imposition of similar nature

**Declaration:**

I certify that:

- Information requested is compatible with the stated purpose and will not be used in anyway incompatible with that purpose
- Non-disclosure would prejudice the case
- I understand information given on this form is correct
- I am aware of the provisions of Section 170 of the Data Protection Act 2018, regarding the unlawful obtaining of personal data, and that it is a criminal offence to obtain data without express legal gateway or permission of the data subject.

**Requestor**

Signed:

Date:

Contact Number:

E-mail:

**Authorising Officer**

Signed:

Name:

Position:

**This application must be authorised by an officer senior to the requesting officer. THIS REQUEST SHALL BE TREATED IN CONFIDENCE.**

Verification of the Requestor may be required upon request.

Date:

Please contact the [Data Protection Officer](#) at the Peak District National Park Authority for information on sending the completed form.

Please note: There is no statutory time limit within which local authorities are obliged to respond to requests made.