

# DPA Schedule 2 Request Form

# Request for disclosure of personal data including recorded images

# (To be complete by the external requesting body)

This request for personal data and other information must be made in accordance with the UK GDPR and the Data Protection Act 2018. Each legislation defines personal data as any date which is able to identify an individual directly or indirectly, and thus may affect the individual’s privacy in his or her personal, professional or business life.

Please fill in the requested information below in order that we may respond appropriately to your request.

1. Requested personal data

I require the following personal data: (pick select the appropriate box).

CCTV [ ]  Document/s [ ]  Information we hold [ ]  Other (please specify) [ ]

## **Details of the request.**

## Include identifying details of the person where known, such as name, address and date of birth etc. If CCTV request, please include what block or location, time and date you are seeking footage from. We ask you to be as precise and put as much information possible in the box below to help us find the requested personal data)

## **I require this personal data to assist with my enquiries into**:

## Describe the subject of those enquiries as far as is possible without prejudicing them

1. **Purpose(s):**

I confirm is personal data is required for the following purpose(s):

## (Check the relevant box (es) and add as much information as possible if you select ‘other’. Most sharing of personal data by Hyde to a ‘compete authority’ listed in Schedule 7, Part 3 of the Data Protection Act 2018 will be under the lawful basis of Legitimate Interest of Hyde or a third party, therefore we need you to provide as much information to demonstrate how your request for personal data is necessary and proportionate to your selected purpose to enable us to carry out the balancing test under the LIA requirements in line with our obligation under data protection legislation.)

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| --- | --- |
| **I confirm personal data is required for these purpose/s (please indicate all that apply using the** [x]  **column)** |[x]  **Explain how this personal data use/sharing is proportionate and necessary for your selected purpose.**  |
| For the prevention, investigation and detection of crime |[ ]   |
| For the apprehension and prosecution of offenders |[ ]   |
| To confirm or corroborate information for intelligence purposes (criminal agencies being involved) |[ ]   |
| To put before a court to obtain a search warrant |[ ]   |
| To prepare a file for the Coroner’s Court |[ ]   |
| To further a money laundering or confiscation investigation |[ ]   |
| To risk assess the address to safeguard the health and safety of any emergency personnel attending |[ ]   |
| To identify if there are children at the address to negate any harm caused by social services/police/other statutory agencies action |[ ]   |
| To locate a missing person to ascertain their well being |[ ]   |
| To progress enquiries into a Road Traffic Incident |[ ]   |
| To protect life or property |[ ]   |
| Other (please specify in box below): |[ ]   |
| **You have selected other, please provide as much information as possible:** |

## **Exemptions**

## Under data protection legislation, Hyde is required to adhere to the transparency principle and data subject rights requests. However, the Data Protection Act 20118 provides a list of exemptions that omit us from these obligations.

## (Please confirm under what exemption/s from this list that you are relying on to excuse us from fulfilling information provision obligations and data subject rights to the extent that the disclosure of such processing will jeopardise your investigations. [You can find this list at [A guide to the data protection exemptions | ICO](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/exemptions/a-guide-to-the-data-protection-exemptions/#ib4)])

1. **Delivery Details**

I request that the personal data and other information be provided in the following manner:

(Please be advised that unless specified differently, using this section, we will share this requested personal data with you through our Secure Privacy Platform, One Trust.) **NB: if you are requesting CCTV, we can only provide this in physical format so please add a physical delivery address and such requests can take between 7-10 working days as our contractor needs to go to the site of the camera to obtain the footage.**

|  |  |
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| Physical Format [ ] (in person delivery, collection, post etc) | Digital Format [ ] (email, sharing folder, secure evidence portal etc)  |
| Delivery Details  |  |

## **Declaration and sign off**

## I confirm that:

[ ]  This information will be used in connection with this enquiry and held and used only as long as this is required for statutory agency purposes and any subsequent criminal justice proceedings

[ ]  If this personal data is not disclosed it will prejudice the purpose/s selected in Section 4.

|  |
| --- |
| Requestor’s details (Please complete every box below, all contact details should be your work contact details.)  |
| **Signed:** | **Work Address:** |
| **Print name:**  |
| **Job Title:**  | **Date Signed:** |
| **Work Telephone:**  | **Work Email:** |

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| Senior position approval details for requesting body.(This is for us to evidence that this request is a valid request from your organisation and has been approved by someone in a position above you in the hierarchy of your organisation, i.e. a requester is a police constable therefore requires senior sign off from someone of position as a police sergeant or above.)  |
| **Signed:** | **Address:** |
| **Print name:**  |
| **Job Title:**  | **Date Signed:** |
| **Telephone:**  | **Email:** |