

**REQUEST FOR DISCLOSURE OF PERSONAL INFORMATION**

**Data Protection Act 2018 Schedule 2, Part 1, Paragraph 2 (Required for crime prevention, law enforcement or tax collection)**

 **Data Protection Act 2018 Schedule 2, Part 1, Paragraph 5 (1-3) (Required by law or in connection with legal proceedings)**

**Data Protection Act 2018 Schedule 2 Part 1(Paragraph 2) requests**

Schedule 2, Part 1(Paragraph 2) of the Data Protection Act 2018 allows RSPCA to disclose personal information to a third party organisation that has a crime prevention, law enforcement or tax collection function, if the information is needed to prevent or detect a crime, to apprehend or prosecute an offender or to assess or collect a tax or duty. The following are examples of organisations who can make a request to the council under Schedule 2 Part 1(Paragraph 2):

· Police

· HM Revenue and Customs (HMRC)

· Local Authorities

**Data Protection Act 2018 Schedule 2 Part 1(Paragraph 5)**

Schedule 2, Part 1(Paragraph 5) of the Data Protection Act 2018 allows RSPCA to disclose personal information to a third party:

· Where disclosure is required by or under an enactment, by any rule of law or by the order of a court

· For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings) or for the purpose of obtaining legal advice or establishing or exercising or defending legal rights.

| **APPLICANT’S DETAILS** |
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| **Agency’s Name**  |       |
| **Address Line 1**  |       |
| **Address Line 2**  |       |
| **Address Line 3**  |       |
| **Post Code**  |       |
| **CONTACT DETAILS** |
| **Name**  |       |
| **Job title**  |       |
| **Email address**  |       |
| **Telephone no.** **Fax no.**  |             |
| **Date of Application**  |       |
| **THE PERSONAL INFORMATION WE REQUIRE FROM THE RSPCA RELATES TO THE FOLLOWING INDIVIDUAL(S)** |
| *(include identifying details of the person where known, such as name, known address and date of birth)* *Please specify:* |
| **WE HAVE THE FOLLOWING INFORMATION TO ASSIST THE RSPCA IN LOCATING THE REQUESTED PERSONAL DATA AND OTHER INFORMATION** |
| *(include further details where available to assist with locating the information sought eg. dates of RSPCA visits, animal details etc)* *Please specify:* |

| **WE REQUIRE THE FOLLOWING PERSONAL INFORMATION AND OTHER INFORMATION** |
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| *(describe the information sought from the RSPCA)* *Please specify* |
| **WE REQUIRE THE PERSONAL DATA AND OTHER INFORMATION TO HELP US WITH OUR ENQUIRIES INTO THE POSSIBLE CRIMINAL OFFENCES** |
| *(describe the possible criminal offence(s) including where it is in the legislation (if applicable) as far as is possible without prejudicing them)* *Please specify* |
| **WE CONFIRM THAT THE PERSONAL INFORMATION AND OTHER INFORMATION IS REQUIRED FOR THE FOLLOWING PURPOSE(S)** |
| **Data Protection Act 2018 Schedule 2 Part 1(Paragraph 2) requests**I am making inquiries which are concerned with (tick as appropriate):☐ For the prevention or detection of crime ☐ For the apprehension or prosecution of offenders ☐ For the assessment or collection of a tax or duty or an imposition of a similar nature **Data Protection Act 2018 Schedule 2 Part 1(Paragraph 5) requests**I am requesting information because it is necessary for:☐ For the the purpose of an enactment of rule of law (Schedule 2, Part 1(5)(2))\*☐ For the purpose of or in connection with legal proceedings (Schedule 2, Part 1(5)(3a)) (including prospective legal proceedings (Schedule 2, Part 1(5)(3a)))☐ For the purpose of obtaining legal advice (Schedule 2, Part 1(5)(3b)) ☐ For the purpose of establishing, exercising or defending legal rights (Schedule 2, Part 1(5)(3c))\* \*Please specify precisely: |
| **I CONFIRM** |
| ☐ the personal data requested below is needed for the purpose indicated above and a failure to provide that information will be likely to prejudice those matters☐ the individual(s) whose personal data is sought should not be informed of this request as to do so would be likely to prejudice the matters described above. |
| **I REQUEST THAT THE PERSONAL INFORMATION AND OTHER INFORMATION SHOULD BE PROVIDED TO ME IN THE FOLLOWING MANNER** |
| ☐ Post ☐ Email ☐ I will arrange a mutually convenient time to collect |
| **Signed: Name in full:** **Job title: Date:** |
| **Countersigned by senior manager** **Name: Job title:** |

**Please return completed forms using encrypted email to** **data.protection@rspca.org.uk**

**Address: Data Protection Team, RSPCA, Parkside, Chart Way, Horsham, RH12 1GY**

**We advise using a secure method of communication.**