# Disclosures and data protection exemptions request form

Cheshire West and Chester Council will only disclose personal data where it is permitted by the Data Protection Act 2018 in relation to the following requests:

* **Schedule 2 Part 1 (2) -** disclosures for the prevention and detection of crime and taxation
* **Schedule 2 Part 1 (4) –** disclosures in relation to immigration
* **Schedule 2 Part 1 (5) -** information required to be in connection with legal proceedings.
* **Schedule 2 Part 2 (10) –** information required for regulatory functions
* **Schedule 2 Part 2 (11) –** information required to be disclosed for pensions, consumer protection, local government and housing

This form is designed to ensure that your request is clear and that the legal basis for disclosure is established. **It does not, however, guarantee that we will disclose the data which you request**. We need to ensure that we stay within the law.

## Section 1 – Data Protection Disclosures

I am making enquiries which are concerned with:

|  |  |
| --- | --- |
| The prevention or detection of crime | [ ]  |
| The apprehension or prosecution of offenders | [ ]  |
| The investigation or detection of activities relating to immigration | [ ]  |
| Information required by law or in connection with legal proceedings | [ ]  |
| Information required for regulatory functions | [ ]  |
| Information required for Pensions, consumer protection, local government and housing | [ ]  |

[ ]  I confirm that the personal data requested below is needed for the purposes indicated above and a failure to provide the information will be likely to prejudice those matters.

## Section 2 – Details of Investigation

Please provide further clarification and state why it is necessary for the Council to disclose the personal data in the space below.

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**Section 3 - Information Required**

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| --- | --- |
| Please provide the name or names of the individual(s) you are requesting data about. |  |
| Please provide any specific information (address, DOB, etc.) to help identify the individual(s) named above. |  |
| What personal data are you requesting? Be as specific as possible. |  |
| What dates or time periods does this relate to? |  |
| If possible, please state which teams within the Council are likely to hold the information about the individual(s)named in this request. |  |

**Section 4 – Your Details**

|  |  |
| --- | --- |
| Rank/Number: |  |
| Name: |  |
| Organisation Name:  |  |
| Organisation Address: |  |
| Your Role: |  |
| Date/Time: |  |
| Telephone Number(s): |  |
| Email address: |  |

**Section 6 – Declaration**

I certify that:

|  |
| --- |
| Information requested is compatible with the stated purpose (section 1) 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 understand that if any information given on this form is incorrect, I may be committing an offence under section 170 of the Data Protection Act 2018. |[ ]

**Please send your completed form to:**

* **By Post : -** Data Protection Team, Cheshire West & Chester Council, (Flr 2, HQ), 4 Civic Way, Ellesmere Port, CH65 0BE
* **By Email:** dpo@cheshirewestandchester.gov.uk