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| Internal Ref: | NELC 16.60 F2 |
| Review date | March 2020 |
| Version No. | V03 |

# Request for disclosure of personal data to a third party

The General Data Protection Regulations places a duty on data controllers to keep the personal data of data subjects in accordance with the principles of GDPR. These principles include not disclosing personal data to third parties unless authorised by law or the data subject to do so - to do otherwise would be a data breach. If you think you have a legal right to a data subjects personal data please complete the form below.

**Part A: Who is making the request?**

Please state your contact details:

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| --- | --- |
| Organisation |  |
| Your reference |  |
| Full Address including Post Code |  |
| Email |  |
| Phone |  |

**Part B: Reason for the request**

**Why is the disclosure of this information necessary?**

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**Why would non-disclosure prejudice your purpose?**

**Can the data subject be informed of the request?**

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| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

**If No, why should details of your request not be disclosed to the data subject?**

**Part C: Details of data subject**

**Who is data being requested about?** If known, please state the name of the name of data subject; If the name is not known please provide a description of who you are requesting information about i.e. owner of a particular property:

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**Please state any other relevant information that will assist us to clearly identify the data subject** i.e. date of birth, reference number, addresses etc.

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**Part D: On what basis is the data being requested?**

Please state the exemption(s) you wish to rely on; please tick as many options as apply:

**Exemption relating to crime and taxation (Schedule 2 Paragraph 2(1) DPA 2018)**

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| --- | --- |
| Without it the prevention or detection of crime will be prejudiced |  |
| Without it the apprehension or prosecution of offenders will be prejudiced |  |
| Without it the assessment or collection of any tax or duty will be prejudiced |  |

**Exemption relating to legal proceedings (Schedule 2 Paragraph 5(3) DPA 2018)**

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| Necessary for the purpose of, or in connection with, legal proceedings |  |
| (including prospective legal proceedings), |  |
| Necessary for the purpose of obtaining legal advice |  |
| Necessary for the purposes of establishing, exercising or defending legal rights |  |

**Other basis for disclosure (please give full details)**

**Part E:** **Please state the information you wish North East Lincolnshire Council to disclose:**

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**Part F: Declaration**

If we do not receive the data requested it will prejudice the purpose(s) detailed above. We accept that the data supplied by North East Lincolnshire Council is governed by the Data Protection Act 2018. We agree to use the data only for the purpose(s) specified above, and in accordance with the Act and to treat the data in confidence.

**Officer making the request**

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  |
| Email address |  |
| Phone number |  |
| Contact address if different from that in Part A |  |
| Signature |  |
| Date |  |

**Senior Officer approving the request on behalf of requesting organisation**

(This section must be completed in every case when the basis for disclosure is for the prevention or detection of crime or the apprehension or prosecution of offenders)

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| --- | --- |
| Name |  |
| Position in organisation |  |
| Email address |  |
| Phone number |  |
| Contact address if different from that in Part A |  |
| Signature |  |
| Date |  |

**Part G: Return of completed forms**

Please return completed forms securely using encrypted email to: [transparency@nelincs.gov.uk](mailto:transparency@nelincs.gov.uk)

Or via Post to: Complaints and Elections Team

Municipal Offices, Town Hall Square,

Grimsby, North East Lincolnshire,

DN31 1HU