

REQUEST FOR DISCLOSURE OF PERSONAL DATA

Data Protection Act 2018 Schedule 2 Part 1 5(3)

(Required by law/court order or necessary for legal proceedings)

Complete this form and email to admin@steugene.camden.sch.uk

Please note **there is no obligation on the school to disclose information under this provision.**

SECTION 1 - REQUESTER DETAILS

Requester Name: _____

Organisation Name: _____

& Address: (if applicable) _____ Post code: _____

Telephone Number: _____

Email address: _____

Please ✓ tick as appropriate:

- a) I am a private individual acting on my own behalf
- b) I represent a client(s)
- c) Other (please state)

SECTION 2 – DATA SUBJECT DETAILS

Name of the person you are seeking information about:

Information being requested:

SECTION 3: JUSTIFICATION FOR DISCLOSURE

Please check your reason for application:

- a) In existing legal proceedings
- b) For prospective legal proceedings
- c) To obtain legal advice
- d) To establish, exercise or defend a legal right

Please detail the proceedings, advice or legal rights that you are intending to establish, exercise or defend.

*We will only consider disclosing information which is **necessary** to your case.
Detail why the information is necessary.
Please note: **there is no obligation on the school to disclose information.***

SECTION 4: AUTHORISATION

I confirm that the information requested is necessary for the purposes described in this application.

I confirm that any information disclosed to me will not be used in any way which is incompatible with this purpose.

Signed: _____

Dated: ____/____/____