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| **(To) Organisation** | London Borough of Southwark |
| **Address** | Southwark Council, Finance & Corporate Services, PO Box 64529 London SE1P 5LX mailto:accessinfo@southwark.gov.uk |
| **This request for personal data and other information is made by me on behalf of**  |
| **The personal data I require relates to the following individual(s):** |
| *Include identifying details of the person where known, such as name, address and date of birth* |
|  |
|  |
| **I have the following information to assist you in locating the personal data and other information:** |
| *Include further details, where available to assist locating the information sought* |
|  |
|  |
| **I require the following personal data and other information:** |
| *Describe the information sought* |
|   |

**London Borough of Southwark Disclosure Form (Schedule 2, Part 1 of the Data Protection Act 2018)**

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| **I require the following personal data and other information to assist with my enquiries into:** |
|  |
| *Describe explicitly the information sought and why it is necessary for the local authority to disclose.*  |

|  |  |
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|  | **Data and information Purpose under Schedule 2, Part 1.** (‘x’box as appropriate) |
| [ ]  | For the prevention, investigation and detection of crime |
| [ ]  | For the apprehension and prosecution of offenders |
| [ ]  | The assessment or collection of any tax or duty or of any imposition of a similar nature |
| [ ]  | A disclosure is required by or under an enactment, by any rule of law or by the order of a court. (Please specify the legislation you are relying on for disclosure) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ All orders from the court **must** be attached. |
| [ ]  | It is for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings) or for the purpose of obtaining legal advice, or is otherwise necessary for the purpose of establishing, exercising or defending legal rights. |
| [ ]  | Other (please specify): |

If your request is not in accord with the legal status above, it is unlikely that your application will be accepted. Please ensure all fields are completed.

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| **To be completed by the person requesting the personal data and other information** *(‘x’ boxes as appropriate)* |
| **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 investigation purposes and any subsequent criminal justice proceedings. |
| *[ ]*  | If this personal data is not disclosed it will prejudice the prevention or detection of crime or the apprehension or prosecution of offenders. |
| *[ ]*  | If this personal data is not disclosed it will prejudice the purpose indicated overleaf. (page 2) |
|  |  |  |  |  |  |  |  |
|  | *Signature* |  |  |  |  | *Date* |  |
| **Print Name** |  | **Post** |  |
| **Organisation / Department** |  |
| **Phone** |  | **Fax** |       |
|  |  |
| **Email** |
| (REQUESTS FROM LAW ENFORCEMENT) Please see below |
| Iif the investigation is such that no explanation can be given, this form will be countersigned by a Superintendent. |
|  |  |  |  |  |  |  |  |
|  | *Signature* |  |  | *Force Identifier* |  | *Date* |  |
| **Print Name** |  | **Post** |  |