



Request for disclosure of information under the Data Protection Act 1998 sections 29 or 35

NOTE: Information requested is provided to you at the discretion of the London Borough of Lambeth. Failure to complete all parts of this form could result in your request being rejected.

Section one: Requested information (to be completed in all cases)

Who are you requesting personal information about (include name of data subject, address and other identifiers (e.g. date of birth) where possible)?

What personal information are you requesting?

Please provide detail on why this personal information is needed?¹

If possible identify which area(s) of the Council you believe will hold information relevant to this request?

Please now complete either section two or three below depending on whether you are requesting information under section 29 or Section 35 of the Data Protection Act.

¹ The Data Protection Act 1998 permits disclosure in certain circumstances where the disclosure is necessary and proportionate when considered against an individual's right to privacy. This section must detail why you believe disclosure in this instance is necessary.

Section two: Requests for information under section 29 of the Data Protection Act 1998

Are you requesting the information for: (tick one as appropriate):

- 1. The prevention or detection of crime _____
- 2. The apprehension or prosecution of offenders _____
- 3. The assessment or collection of any tax or duty _____

Please state how non release of the information will prejudice your investigation

Section three: Requests for information under section 35 of the Data Protection Act 1998.

Are you requesting the information under one of the following: (tick as appropriate):

- 1. Section 35(1) as disclosure is required under another piece of legislation _____

If you have ticked 1 above please provide below the name and year of the relevant piece of legislation, together with the section number(s) which require disclosure by the Council

- 2. Section 35(2) as disclosure is **necessary** for the purposes of, or in connection with legal proceedings, or is otherwise **necessary** for the purposes of establishing exercising or defending legal rights _____

If you have ticked 2 above please provide details below on why you believe the disclosure is necessary

PROTECT (once completed)

Declaration: We accept that any data supplied by Lambeth Council is governed by the Data Protection Act 1998. We agree to use the data only for the purpose(s) specified above, and in accordance with the Act, to treat the data in confidence and to destroy the data securely if it is not applicable to your investigation.

This form should be signed and completed by the person requesting the information (where the request is under section 29 of the Data Protection Act 1998 this form must also be signed by a senior officer who authorises the request).

Person requesting the information:

Signed _____ Date _____

Name _____

Position/Rank _____

Contact details:

Tel No: _____ Fax No _____

Email Address²: _____

Organisation: _____

Address: _____

Authorised by (if applicable):

Signed _____ Date _____

Name _____

Position/Rank _____

Please return the completed form to the Lambeth Council officer who sent it to you. If you do not know the name or title of the officer, return it to —
Information Governance Manager, Lambeth Council, ICT Services, c/o
Lambeth Town Hall, Brixton Hill, London SW2 1RW.

² If you want the information requested to be provided via email, the email account you provide must be a secure one (e.g. police .pnn email account, GSI email account)