



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 or delayed.

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 explain why this personal information is neededⁱ

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.

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

Are you requesting the information for (tick 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 your investigation will be prejudiced if the information is not released

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

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

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

Please explain below why the disclosure is necessary. If you indicated (1) please state the legislation, including the relevant section numbers, which apply.

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 our 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:

Name:

Position/Rank:

Signed:

Dated:

Contact details:

Organisation:

Address:

Tel.

E-mailⁱⁱ:

Authorised by (if applicable):

Name:

Position/Rank:

Signed:

Dated:

Please return the completed form to Freedom of Information, London Borough Of Lambeth, P.O. Box 734, Winchester, S023 5DG or via e-mail to dataprotection@lambeth.gov.uk

ⁱ 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.

ⁱⁱ If you want the information to be provided via email you must provide a secure address (e.g. .pnn or GSI) otherwise the information will be sent recorded delivery