

## Police and Enforcing Bodies Disclosure Request

**Please send completed forms to:** - Data Protection Officer, Bradford College, Great Horton Road, Bradford. BD7 1AY

Section 1. Details of Person requesting disclosure information			
<b>First name(s):</b>		<b>Last name:</b>	
<b>Job title:</b>			
<b>Organisation:</b>			
<b>Address:</b>			
<b>Postcode:</b>		<b>Telephone:</b>	
<b>Email:</b>			
Section 2. Data Subject (Current Details)			
<b>First name(s):</b>		<b>Last name:</b>	
<b>Address:</b>			
<b>Other identifying details</b>			
<b>Consent</b> - Has the Data Subject provided consent to the request? Depending on the age and mental capacity of a child data subject, we will require parental consent or that of an adult with legal guardianship.			
Please provide copies of consent.			
Section 3. Specific Information Required - Give details of the specific information you require about the data subject for the purpose stated in section 4 of this form.			
Section 4. Reason for requesting disclosure e.g. details of allegations or offences			
<b>Offence(s)</b> – Give brief details of the offence or subject of investigation.			
<b>Statutory powers</b> – Please state the statutory power(s) under which information is being requested e.g. Police and Criminal Evidence Act. Include details of relevant section within the legislation.			
<b>Purpose</b> – please state the purpose for requesting disclosure of personal information about the data subject specified in section 2 of this form. <span style="float: right;">Please tick one <b>box</b></span>			

Prevention or detection of crime			
Apprehension or prosecution of offenders			
Assessment or collection of tax, duty or imposition of a similar nature			
<b>Reason</b> – Briefly describe why the requested information is necessary to achieve your declared purpose.			
<b>Please advise if unable to specify offence due to risk of prejudicing the case</b>			
<b>Section 5. Information Provision</b>			
If we hold the information and approve the request for disclosure we would prefer for this information to be collected in person (Proof of Identification will be required when collecting) or we will provide the information in an encrypted format. We will notify you in writing if we do not hold information or your request for disclosure is refused.			
<b>Section 6. Declaration and authorisation</b> - The authorising officer must be of the rank of police inspector or higher, or for other 'relevant bodies' a senior officer/manager.			
I certify that: <ul style="list-style-type: none"> <li>Information requested is compatible with the stated purpose (section 4) and will not be used in anyway incompatible with that purpose</li> <li>Non-disclosure would prejudice the case</li> <li>I understand information given on this form is correct</li> <li>I understand that if any information given on this form is incorrect, I may be committing an offence under data protection legislation.</li> </ul>			
<b>Signed (Requestor):</b>	<b>Date:</b>		
<b>Signed by Requestor's Authorising Officer</b>			
<b>First name :</b>	<b>Last name:</b>		
<b>Job title:</b>			
<b>Signed:</b>	<b>Date:</b>		
<b>FOR BRADFORD COLLEGE GROUP USE ONLY</b>			
<b>Request Approved:</b>	Yes / No	<b>Reason for refusal:</b>	
<b>Request approved by:</b>			
<b>Signed:</b>		<b>Date:</b>	
Requests must be logged on the Bradford College DSAR Register.			