



**Schedule 2 Part 1 Para. 2 or Para. 5**

**Data Protection Act 2018**

**Disclosure Request**

**1. Requestor**

<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>			

**2. Data subject**

**Current details**

<b>First name(s):</b>		<b>Last name:</b>	
<b>Current or last known address:</b>			

**Other identifying information e.g. previous address, other names the data subject is known by, NI number**

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**3. State the specific information you require – please also state the service areas of the council you wish us to search if known e.g. council tax, licensing, social care etc.**

**4. Reason for requesting disclosure include what you intend to do with the information and how long you will retain it:**

**5. With reference to Schedule 2 Part 1 Para. 2/5 Data Protection Act 2018, and to Articles 6(1) and 9(2) of the GDPR, state why this disclosure is lawful.**

**If asking for information relating to criminal convictions and offences state your official authority and how you are authorised to process this information with regard to Article 10 GDPR or with reference to Schedule 1 DPA 2018.**

**6. How would not providing the information requested prejudice the stated purpose?**

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## 7. Information provision

If we hold information how would you like the information to be provided?

- Electronically via secure email
- Collection in person (Proof of identification required when collecting)

We will notify you if we do not hold information or your request for disclosure is refused

## 8. Declaration and Authorisation

The authorising officer must be of the rank of police inspector or higher, or for other 'relevant bodies' a senior officer/manger. In the case of an inspector not being available at your location, we will accept an email from an inspector (or higher ranking officer) attaching this paperwork and confirming their approval.

### Declaration

I certify that:

- Information requested is compatible with the stated purpose (section 4) and will not be used in anyway incompatible with that purpose
- I understand information given on this form is correct
- I understand that if any information given on this form is incorrect, I may be committing an offence under Section 170 Data Protection Act 2018

### Requestor

<b>Signed:</b>		<b>Date:</b>	
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### Authorising Officer

<b>First name:</b>		<b>Last name:</b>	
<b>Job title:</b>			
<b>Signed:</b>		<b>Date:</b>	

## Where to send your request

Please note: If the form has not been fully or properly completed and authorised you will be asked to re-submit your application. Note also that disclosure remains at the discretion of Bristol City Council in the absence of a court order.

Send this form to:

**Email:** [subjectaccessrequest@bristol.gov.uk](mailto:subjectaccessrequest@bristol.gov.uk)

**Postal address:**

Data Protection Officer  
Information Governance Service (City Hall)  
Bristol City Council  
PO Box 3399  
BRISTOL  
BS1 9NE