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| NORTH HERTFORDSHIRE DISTRICT COUNCIL Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire SG6 3JF  Telephone (01462) 474000. Email: [FOI2@north-herts.gov.uk](mailto:FOI2@north-herts.gov.uk) |  |

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| **REQUEST FOR DISCLOSURE OF PERSONAL DATA FORM** |
| Under Section Schedule 2 Part 1 (2) (Crime and Taxation) of the Data Protection Act 2018) |

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| **SECTION 1: Details of the organisation from whom we require data** | |
| 1.1 Organisation |  |
| 1.2 Address of Organisation: |  |
| 1.3 Contact Name: |  |
| 1.4 Job Title / Department |  |
| 1.5 Contact Details: |  |
| -Telephone Number  -Mobile:  -Email Address: |  |
| *Data may be emailed via encrypted email portal provided that the file is smaller enough* | |

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| **SECTION 2: Disclosure Arrangements** | |
| 3.1 How we would like to receive the information requested? (Please check ) |  |
| -by post |  |
| -by email (only via encrypted email portal) |  |
| -by hand (*please note that we will require suitable identification*) |  |
| 3.2 Timescale within which the information is required | |

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| **SECTION 3: Data Subject and Details Required** | |
| * 1. Name: |  |
| 2.2 Address: |  |
| 2.3 Other Identifying Information: |  |
| 2.4 Specific Information Required including date and time: |  |

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| **SECTION 4: Information to Support Request for Disclosure** | |
| 4.1. Offence / Suspected Offence | |
| *Please check box if you are unable to specify offence due to risk of prejudice in the case* |  |
| * 1. Reason Information is necessary: | |
| * 1. State statutory powers under which you are requesting this information: | |

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| **SECTION 5: Requests for information under section Schedule 2 Part 1 (2) of the Data Protection Act 2018** | |
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| -Prevention or detection of crime |  |
| -Apprehension or prosecution of offenders |  |
| -Assessment or collection of tax, duty or imposition of a similar nature |  |
| Please state how non release of the information will prejudice your investigation |  |

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| **Section 6: Declaration:** | |
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| Signed (by Section Manager): |  |
| Please print name & job title: |  |
| Date: |  |
| Authorised Signature:  Jo Dufficy - Data Controller or  Victor Godfrey - Deputy Data Controller |  |
| Please print name & job title: |  |
| Date: |  |

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| **ON COMPLETION,** please send with supporting papers if necessary to: | |
| IT Business and Information Compliance Manager  North Hertfordshire District Council,  Council Offices  Gernon Road  Letchworth Garden City  Hertfordshire  SG6 3JF  Or email [FOI2@north-herts.gov.uk](mailto:FOI2@north-herts.gov.uk) |  |