Before releasing personal data to a third party, we require sufficient information to demonstrate that disclosure is necessary and proportionate, and that it cannot be obtained through other means.  We can then make an appropriate assessment in terms of lawful bases and exemptions that apply.

1. **Details of request**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Date of request: |  |
| Your ref: |  |

|  |
| --- |
| **What information is requested?** |
| Please be specific about the scope of your request, ensuring that you are only asking for necessary information, and please specify whether [special category data](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/) is required: |

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| **Please specify dates and times if relevant (e.g. if the request is for CCTV images)** |
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| **Are you relying on any exemptions that restrict the rights of data subjects to the extent that by not doing so would prejudice your stated purposes?** |
| Please provide details: |

1. **Purpose**

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| **What is the reason for the request?** |
| If you are investigating a criminal offence, or potential criminal offence, please state what this is and why this information is required for that investigation: |

1. **Necessity**

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| **Is the information requested necessary for prevention or detection of an unlawful act?** |
|[ ]  **Yes**: Please include more detail here if not covered under question 2 above: |
|[ ]  **No** |
|  |
| **Is the information necessary for reasons of substantial public interest?** |
|[ ]  **Yes**: Please explain why: |
|[ ]  **No** |
|  |
| **Could this information be obtained in any other less invasive way and/or from an alternative source?** |
|[ ]  **Yes:** Please explain why this alternative source is not being used to obtain the information: |
|[ ]  **No** |

1. **Proportionality**

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| **What are the potential risks to the individual of us providing the requested information?** |
|  |
|  |
| **Is there any reason why we should not contact the individual(s) to ask for their consent to share the requested information?** |
|[ ]  If yes, please explain why: |

**INTERNAL USE ONLY: FOR COMPLETION BY UNIVERSITY OF CHICHESTER STAFF:**

**UK GDPR Article 6 Lawful basis for processing**

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|[ ]  **(a) Consent:** the individual has given clear consent for the University to process their personal data for a specific purpose. |
|[ ]  **(c) Legal obligation:** the processing is necessary to enable the University to comply with legislation, e.g. Safeguarding (not including contractual obligations). |
|[ ]  **(d) Vital interests:** the processing is necessary to protect someone’s life. |
|[ ]  **(f) Legitimate interests:** the processing is necessary for the legitimate interests of the University and/or the legitimate interests of a third party, and this is not overridden by the interests, rights and freedoms of the individual. If this lawful basis is relied upon, please complete a brief legitimate interests assessment:The purpose test (identify the legitimate interest):Click or tap here to enter text.The necessity test (consider if the processing is necessary):Click or tap here to enter text.The balancing test (consider the individual’s interests):Click or tap here to enter text. |

 **UK GDPR Article 9 Condition for processing (special category data only)**

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| --- |
|[ ]  (a) Explicit consent |
|[ ]  (c) Vital interests of the individual or of another natural person where the individual is physically or legally incapable of giving consent |
|[ ]  (f) Legal claims or judicial acts |
|[ ]  (g) Reasons of substantial public interest (with a basis in law)6. Statutory and government purposes7. Administration of justice and parliamentary purposes10. Preventing or detecting unlawful acts11. Protecting the public12. Regulatory requirements14. Preventing fraud15. Suspicion of terrorist financing or money laundering18. Safeguarding of children and individuals at risk |
|[ ]  (i) Public health (with a basis in law) |

**Exemptions (**[**Schedule 2 DPA 2018**](https://www.legislation.gov.uk/ukpga/2018/12/schedule/2/enacted)**)**

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| --- |
|[ ]  (a) the prevention or detection of crime |
|[ ]  (b) the apprehension or prosecution of offenders |
|[ ]  (c) the assessment or collection of a tax or duty or an imposition of a similar nature |
|[ ]  Other: |

|  |  |
| --- | --- |
| Approved or refused: |  |
| Rationale, if refused: |  |
| Decision made by: |  |
| In consultation with:*(if applicable)* |  |
| Date:  |  |