

**Appendix E Typical documentation for Requests for personal information from the Police**

The document below is an example of the documentation that should be produced by the Police when they are seeking personal information about University staff or students. The production of such a form does not automatically mean the information will be released.

**Association of Chief Police Officers Code of Practice for personal data requests**

DECLARATION FORM FOR DATA USER

**NAME OF POLICE FORCE**

**THIS REQUEST FOR INFORMATION SHOULD BE TREATED AS CONFIDENTIAL.**

To: .....

.....

.....

.....

**Data Protection Act, 1984, Section 28(3)**

I am making enquiries for the purpose(s) of:-

- \* (a) the prevention or detection of crime
- \* (b) the apprehension or prosecution of offenders

Nature of enquiry: .....

The information sought is needed to .....

.....

I confirm that the personal data requested are required for that/those purpose(s) and failure to provide the information will, in my view, be likely to prejudice that/those purpose(s).

Signed ..... Rank .....

Name ..... Date .....

(Block Capitals)

Police Station .....

Countersigned ..... Rank .....

(Where necessary)

\* Delete as **appropriate**

**One copy to the Data User, retained in accordance with force policy.**