



Information Request Form – 2022 v.4

Applicant Requesting Information	
Date of Enquiry:	
Name OF Requestor:	
Job Title:	
Organisation:	
Telephone Number:	
Secure Email Address: Important	
Request Category	
Initial Risk Assessment or Core Assessment/Safeguarding	
Legal/Court/Care Proceedings (Attach Order/Civil Claim Order)	
Other (Please Specify and Justify)	
Reason for request	
<p>(Please provide Full Justification for your request for us to assess what information is Relevant and Proportionate to disclose. i.e., why you need the information, what you will use the information for, legislation that the request is made under, grounds for request, is there an Information Sharing Protocol? The Decision Maker will then provide what Information they deem to be relevant under the DPA 2018/UKGDPR. (Please ensure to attach any ID and written consent if relied upon which should be specific and must contain the endorsement that the Data Subject understands that consent can be withdrawn at any time). (Probation Only – Risk Assessment must be High, Medium or Low as Defined by National ISA and Justified – See Below)</p>	
Date Required: (Do not mark as Urgent or ASAP without Supervisors Authority/Submission)	
<p>The Disclosure Department is responsible for providing Information on a Non-Urgent basis and has a current turnaround target of 10-20 working days depending on the nature of the request. If your application relates to an immediate safeguarding concern, please submit a Multi-agency Referral Form (MARF) to the Vulnerability Hub: centralreferralunit@dyfed-powys.police.uk or if it requires an immediate Police response dial 999/101.</p> <p>If you still require Data Protection to deal with your request for information as a matter of Urgency, then further detailed justification will be required and sent from a Supervisor along with the appropriate Lawful Basis under which your request sits. If there are any measures that you can put in place to ensure Safeguarding prior to a response, then these should be undertaken and planned visits e.t.c. should not take place. For Urgent Probation Recall Requests please contact dppfib@dyfed-powys.police.uk</p>	
Information Type	
<i>(only insert a X next to the type required)</i>	
Police National Computer, PNC, (Relevant Information - This is National Data based on Convictions and Cautions – You may need to Contact the Originating Force for Further Data)	
Local Information Checks, (Crimes, Calls and Domestic e.t.c. Relevant to Dyfed-Powys Police Area – Please Be Specific – If out of Area then please apply to relevant Force)	
Other - Please Specify	
<p>Lawful basis - Please state clearly, under what lawful basis you are requesting the Sharing of Police data*</p> <p>*Please be aware that if you are relying on Consent, then it must be Specific and a Consent Form can be made available. The Data Subject must know that Consent can be withdrawn at any time and no further Lawful Basis may be applied if Withdrawn</p>	



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Who do you require information on? (Add further boxes if needed along with Justification on each Individual Above)	
Full name: Include Aliases/Maiden Name	
DOB: Include Place of Birth	
Address: Include any Previous Addresses	
Full name: Include Aliases/Maiden Name	
DOB: Include Place of Birth	
Address: Include any Previous Addresses	
If deemed Urgent then further justification and Supervisors Signature is required: (Supervisor Needs to Submit Request)	
Further justification for Urgency	
Name of Supervisor:	Signature:
Contact details:	
Requests for Information via this form should be sent via secure means to: dataprotection@dyfed-powys.police.uk	
Data Protection use only:	
We can confirm that we hold the following relevant records that we are able to disclose in relation to the subject(s):	
Information Disclosed By:	
Date Completed:	

Disclaimer:

These results have been collated and extracted via Dyfed-Powys Police systems only; therefore, if you require information held by another Police Force you will be required to contact that Force directly. The nature of information provided has been determined by Data Protection staff based on the explanation and Justification set out above.

Caveat if Public Interest Immunity (PII)

Information highlighted in red is protected by public interest immunity. The identity of the originator will not be disclosed by police to any agency. Dyfed Powys Police will not support any legal proceedings if disclosure of the source is required.

Data Protection

Please note that the information is subject to the provisions of the Data Protection Act 2018/UKGDPR and must not be used for any purpose other than that for which it is requested. The data must not be disclosed to an unauthorised person and there is an obligation upon you to ensure that appropriate security measures are taken in respect of it. You are now Controllers of this Data and must deal with any subsequent Breaches and Inform Dyfed-Powys Police ASAP.

Dyfed Powys Police Disclosure Unit: dataprotection@dyfed-powys.police.uk

Probation Reason

Timescale

- | | |
|--|------------------------|
| <i>Information required for safe sentencing</i> | 2 working days |
| <i>Information required for a specific court date</i> | 15 working days |
| <i>There is a high or very high risk of serious harm</i> | 5 working days |
| <i>There is a medium risk of serious harm</i> | 10 working days |
| <i>There is a low risk of serious harm</i> | 15 working days |