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| **REQUEST FOR ACCESS TO DATA (RAD1)**  **UNDER THE DATA PROTECTION ACT 2018 Sch2, Part 1, Para 2**  **(RESTRICTED)** |

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| To: | **Click here to enter text** |  |  |
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| Our Reference: | **Click here to enter text** | Our Date of Concern (e.g. loss date): | **Click here to enter text** |
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| Your Reference : | **Click here to enter text** | Your Date of Concern (e.g. loss date) : | **Click here to enter text** |
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| **RAD Protocol** |
| This document is completed as per the agreed industry best practice guidance. As such we request that a response is received as quickly as possible to maximise potential benefits. |

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| **Request for information under Sch2, Part 1 Para 2 of the Data Protection Act 2018** | |
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| **I declare I am requesting personal data for the purposes of: (i) the prevention or detection of crime; and / or (ii) the apprehension or prosecution of offenders; and / or (iii) the assessment or collection of any tax or duty or of any imposition of a similar nature** | |
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| Please provide specific details of the suspected crime or other relevant purpose(s) for which the specific information is being requested. | |
| **Click here to enter text** | |
| If requesting personal data for the purpose of the prevention or detection of crime and/or the apprehension or prosecution of offenders, please clarify what indicators led you to suspect this offence. | |
| **Click here to enter text** | |
| Please state how non-release of the specific information you have requested is likely to prejudice your enquiries/significantly harm the stated purposes for which the information is being requested. | |
| **Click here to enter text** | |
| Please explain why you cannot obtain this information from another source. | |
| **Click here to enter text** | |

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| **Details of requester** | | | | | | |
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| Name of requesting organisation: | | **Click here to enter text** | | | | |
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| Address of requesting organisation: | | **Click here to enter text** | | | | |
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| Name of requester: | | **Click here to enter text** | | | | |
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| Job title of requester: | | **Click here to enter text** | | | | |
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| Contact Telephone Number: | **Click here to enter text** | |  | Contact Email: | | **Click here to enter text** |
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| Please respond to: | **Click to enter email** | | | | **Click to enter address** | |

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| **Details of data subject** (for multiple subjects please complete multiple boxes, by unprotecting sheet and copying and pasting a new data subject box in) | | | | | |
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| Identity of data subject: | | **Click here to enter text** | | | |
|  | | | | | |
| Date of birth: | **Click here to enter text** | | OR | National Insurance number: | **Click here to enter text** |
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| Address : | | **Click here to enter text** | | | |
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| Any additional information: | | | | | |
| **Click here to enter text** | | | | | |
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| What information are you requesting? Please be specific. Please provide details of the nature and extent of the requested information and why it is relevant and proportionate to the stated purpose(s). It is not acceptable to request a full file or simply any information that the responding organisation may have on the data subject. | | | | | |
| **Click here to enter text** | | | | | |

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| **DECLARATION** | | | | | | | |
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| This information is requested pursuant to Sch2, Part 1 Para 2 of the Data Protection Act 2018.  We confirm that any data supplied to us pursuant to this request will be processed in accordance with the Data Protection Act 2018  We agree to use the data supplied to us pursuant to this request for the purposes specified above only.  In accordance with the provisions of the Data Protection Act 2018, we will treat any data provided to us pursuant to this request in confidence and will destroy securely any data that is not relevant or applicable to the purposes stated above.  By completing the below I confirm I am authorised by my organisation’s internal procedures to request this information. | | | | | | | |
| Name: | **Click here to enter text** | Job Title: | |  | **Click here to enter text** | | |
|  | | | | | | | |
| Organisation: | **Click here to enter text** |  | Date: | | | **Click here to enter text** | |