



**PERSONAL INFORMATION REQUEST FORM
(Schedule 2, Part 1, Paragraph 2 (1) Data Protection Act 2018)**

APPLICANT'S DETAILS

Agency's Name	
Address Line 1	
Address Line 2	
Address Line 3	
Post Code	

CONTACT DETAILS

Name	
Job title	
Email address	
Telephone no. Fax no.	
Date of Application	

THE PERSONAL INFORMATION WE REQUIRE FROM THE RSPCA RELATES TO THE FOLLOWING INDIVIDUAL(S)

(include identifying details of the person where known, such as name, known address and date of birth)

Please specify:

WE HAVE THE FOLLOWING INFORMATION TO ASSIST THE RSPCA IN LOCATING THE REQUESTED PERSONAL DATA AND OTHER INFORMATION

(include further details where available to assist with locating the information sought eg. dates of RSPCA visits, animal details etc)

Please specify:

WE REQUIRE THE FOLLOWING PERSONAL INFORMATION AND OTHER INFORMATION

(describe the information sought from the RSPCA)

Please specify

WE REQUIRE THE PERSONAL DATA AND OTHER INFORMATION TO HELP US WITH OUR ENQUIRIES INTO THE POSSIBLE CRIMINAL OFFENCES

(describe the possible criminal offence(s) including where it is in the legislation (if applicable) as far as is possible without prejudicing them)

Please specify

WE CONFIRM THAT THE PERSONAL INFORMATION AND OTHER INFORMATION IS REQUIRED FOR THE FOLLOWING PURPOSE(S)

- For the prevention or detection of crime
- For the apprehension or prosecution of offenders
- For the assessment or collection of a tax or duty or an imposition of a similar nature

This form is only suitable for applications made under Schedule 2 (2) of the Data Protection Act 2018. If you wish to apply under Schedule 2 (5)(2) (disclosure required by law or by court order) or under Schedule 2 (5)(3) (in connection with legal proceedings), please submit a request letter with all relevant information to the Data Protection Officer.

I CONFIRM

if the personal data is not disclosed it will significantly prejudice the prevention or detection of crime or the apprehension and prosecution of offenders

I REQUEST THAT THE PERSONAL INFORMATION AND OTHER INFORMATION SHOULD BE PROVIDED TO ME IN THE FOLLOWING MANNER

Post Email I will arrange a mutually convenient time to collect

Signed:

Name in full:

Job title:

Date:

Countersigned by senior manager

Name:

Job title:

Please return to: Data Protection Team, RSPCA, Wilberforce Way, Southwater, Horsham RH13 9RS;
email: Data.Protection@rspca.org.uk