

Third Party Request for Personal Information



Southampton City Council will only disclose personal information where an exemption to GDPR principles applies under Schedule 2 of the Data Protection Act 2018 and it is necessary and proportionate to do so.

Please send completed forms to information@southampton.gov.uk.

Fields marked with an asterisk (*) are mandatory, and forms will be rejected unless these are complete.

Southampton City Council is collecting this information in order to process your request, and if further information is needed in order to do so, you may be contacted using the details provided.

In processing this request, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the request to be processed.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>) or on request.

Applicant Details

First Name*

Last Name*

Employed by*

Rank and No.

Contact Tel.*

Contact Email*

Details of the Data Subject

If information is required on multiple data subjects, please complete a separate form for each.

First Name*

Last Name*

Address

Date of Birth

Information Requested

Detail the information sought* (Please be specific as possible including the relevant timeframe)*

If this request relates to a criminal investigation what is the offence under investigation? (This is a required field, where applicable)*

Legal Basis

The purpose for applying an exemption to GDPR principles?:*

the prevention, investigation, detection, or prosecution of criminal offences

the assessment or collection of a tax or duty or an imposition of a similar nature

legal proceedings (including prospective legal proceedings), or connection with legal proceedings

the Council has a legal duty to disclose the information. (Please specify legislation or other authority requiring disclosure)

other (please give further details below)

Other

What would be the likely prejudice to your investigation if the information is not provided to you? (Please ensure your answer covers all the information you are requesting and the entire time period)*

Why is it necessary and proportionate to disclose the information to you? (If this is already answered in the section above, please confirm below)*

Informing the Data Subject

If the data subject was informed of your request would this be likely to prejudice your investigation (or the wider purpose criminal investigation or tax purpose)?*

Yes No

Please Note - If you answer 'No' Southampton City Council will be obliged to tell the data subject about information it has provided to you.

If 'Yes', please give details below*

Declaration

I declare that the information I have given on this form is correct and complete as far as I know and believe

I will only use the information supplied by SCC for the above-stated purpose

Signed

If emailed, inclusion of the Applicant's and Senior Officer's email addresses will suffice as an 'electronic signature', and so no signed hard copy will be needed.

Date*

Authorising Officers' Details (if applicable)

Name

Rank and No.

Contact Tel.

Contact Email