



ACE Schools Multi Academy Trust

Requests for Personal Data by the Police Policy

Issue	Date	Author/Reviewer Job Role	Comments	Signed by the DPO
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1 Requests for Personal Data

- 1.1 Requests for personal data are likely to be made by the police for the following purposes:
 - 1.1.1 Providing evidence in criminal proceedings;
 - 1.1.2 The prevention of crime;
 - 1.1.3 The investigation and detection of crime (may include identification of offenders);
 - 1.1.4 Identification of witnesses.
- 1.2 Information is only released on receipt of a crime or police log number.

2 Processing Requests

- 2.1 If you receive a request for disclosure of information from the police, please get them to complete the Schedule 2 Part 1 Para. 2 Data Protection Act 2018 form. The police are still using the section 29 DPA 1998 form – this is the wrong one.
- 2.2 They will be asked to return the completed form to HR Payroll@aceschools.net or by post to Ensign House, Unit 3 Parkway Court, Longbridge Road, Marsh Mills, Plymouth, PL6 8LR or in person at reception in Ensign House.
- 2.3 Once the completed form has been received it is then logged and forwarded to the DPO for authorisation.
- 2.4 Once the DPO has authorised the request, the information can be sent to the requestor.
- 2.5 Always ask for confirmation of receipt of the information. This is for audit trail purposes and to show reasonable cause in disclosing the information.