Schedule 2 (Data Protection Act 2018)
Information Disclosure Request Form
(Formally section 29 DPA)

1. Requestor

First name(s):		Last name:	
Job title:			
Organisation:			
Address:			
Postcode:		Telephone:	
Email:			

2. Data subject

Current details

First name(s):		Last name:	
Address:			
Date of Birth			

Other identifying information

3. Specific information required

4. Reason for requesting disclosure

Offence(s)

☐   Unable to specify offence due to risk of prejudicing the case

Statutory powers (Do not cite section 2 of the Data Protection Act)

Purpose

State the purpose for requesting disclosure of personal information about the data subject specified in section 2 of this form.

Select one option

☐   Prevention or detection of crime

☐   Apprehension or prosecution of offenders

☐   Assessment or collection of tax, duty or imposition of a similar nature

5. Information provision

If we hold information how would you like the information to be provided?

☐   Electronic File (Soft Copy)

☐   Collect in person (Proof of identification required when collecting)

We will notify you if we do not hold information or your request for disclosure is refused

6. Declaration and authorisation

The authorising officer must be of the rank of police inspector or higher, or for other 'relevant bodies' a senior officer/director.

Declaration

I certify that:

- Information requested is compatible with the stated purpose and will not be used in anyway incompatible with that purpose
- Non-disclosure would prejudice the course of jusitice
- I understand information given on this form is correct
- I understand that if any information given on this form is incorrect, I may be committing an offence under Section 170 of the Data Protection Act, 2018

Requestor

Signed:		Date:	

Authorising Officer

First name:		Last name:	
Job title:			
Signed:		Date:	

Where to send your request

Please note: If the form has not been fully or properly completed and authorised you will be asked to re-submit your application. Validity checks may be carried out for compliance. Send this form to:

Email: dataprotection@montgomerytransport.com

Postal address:

Group Data Security Division
Ballyvesey Group
607 Antrim Road
Mallusk
Newtownabbey
BT36 4RF

Fax: We do not accept faxes