

**EXTERNAL REQUEST FOR DISCLOSURE OF INFORMATION UNDER THE DPA 2018  
AND GDPR TO FENLAND DISTRICT COUNCIL**

**This form can only be used for the purposes cited under the above legislation. If you wish to access information relating to yourself, please use the 'Data Subject Access Request' form which is available on our website.**

<b>Your Reference:</b>		<b>Our Reference:</b>		<b>Date:</b>	
<b>Organisation Requesting Information:</b>					
<b>I am making this request for information under the powers invested in me in relation to the below legislation;</b>					
<b>The prevention or detection of crime or apprehension or prosecution of offenders (DPA 2018 Schedule 2, Part 1, Para 2) (1), (a) &amp; (b))</b>					
<b>The assessment or collection of tax or duty or an imposition of a further notice (DPA 2018 Schedule 2, Part 1, Para 2) (1), (c)</b>					
<b>Please specify the information required for example; confirmation of address date of birth, known residents at property etc:</b>					
<b>Please specify the reason this information is required including the crime if under investigation:</b>					

**Declaration**

***We confirm that the personal data requested is necessary for the reason(s) stated above and under the above legislation and will only be used for the purposes identified. Failure to provide the information will be, in our view, likely to prejudice that purpose. In requesting and authorising this request we confirm that the Data Subject's rights under the Human Rights Act 1998 have been considered and are not breached. The information will be held securely and destroyed once no longer required.***

Name of requesting officer:

Department:

Job title:

Signature:

Date:

Address:

Email address:

Contact Number:

Once completed, please return this form to [foi@fenland.gov.uk](mailto:foi@fenland.gov.uk) or;

Fenland Hall  
County Road  
March  
Cambs  
PE15 8NQ