

REQUEST FOR DISCLOSURE UNDER SCHEDULE 2 PART 1 5(3)
OF THE DATA PROTECTION ACT 2018

DETAILS OF PERSON COMPLETING THIS APPLICATION

From (*name in full*)

Organisation/business

Address

Telephone Number(s)

Email Address

Your reference

MY STATUS IN THIS APPLICATION

(Please tick the appropriate relevant title)

I am a private individual acting on my own behalf

I represent a client(s)

I apply:

In existing legal proceedings (Sch 2 Part 1 5(3))

In prospective legal proceedings (Sch 2 Part 1 5(3))

To obtain legal advice (Sch 2 Part 1 5(3))

To establish, exercise or defend legal rights (Sch 2 Part 1 5(3))

DETAILS OF MY REQUEST

(Please note the right hand column to provide the requested detail. Continue on a separate sheet if necessary)

Describe the types of information and/or documents that you are requesting:

Describe why the information is needed and how refusal to disclose would prejudice proceedings:

ADDRESS FOR RESPONSE

(please provide the address in which to provide the information and the Court details)

Address to which to provide disclosure (postal or e-mail):

GUIDANCE REGARDING IDENTIFICATION

Litigants in person (persons who have not instructed solicitors) must use the application form and must provide copies of two forms of identification. The documents must provide the applicant's name and address, at least one form of ID needs to include the applicant's D.O.B.

Examples of suitable identification are the following:

- Copy of birth certificate
- Copy of passport
- Copy of driver's licence
- Copy of recent bank statement
- Copy of recent utility bill
- Current year council tax

Please ensure that all correspondence is sent to the Data Protection Department on the following contact details:

Data Protection Officer
Bolsover District Council
The Arc
High Street
Clowne
S43 4JY

Email address: FOI@bolsover.gov.uk



We speak your language
Polish Mówimy Twoim językiem
Slovak Rozprávame Vaším jazykom
Chinese 我们会说你的语言

**If you require this publication in large print
or another format please call us on 01246 242424**

Frequently Asked Questions (FAQs)

Will the Council charge me for processing my request?

No. In most circumstances you will not be charged for the information provided, however we may charge a reasonable fee if the request is particularly excessive. If we require you to pay a fee as part of the request, the information will not be released until this is paid.

Do I have to send the original copies of my ID?

No. We will accept photocopies of your ID either via post or e-mail. We may ask you to produce the originals in certain circumstance e.g. the images are unclear. Alternatively if you bring your ID to any of our offices our staff will be able to take photocopies for you.

How long will it take to process my request?

We will endeavour to process your request as quickly as possible. In the majority of circumstances this will be within 20 working days, however if the request is particularly complex or excessive this may take longer.

Will I always be provided with the information I have requested?

No. In order for us to be able to release information requested it has to be satisfied that the exemption is engaged. It is therefore important that your request is clear and demonstrates that failure to disclose will cause prejudice.

What should I do if my request for information is refused?

If we refuse to provide you with the information requested, we will always provide you with a detailed explanation as to why. If possible we will also provide you with guidance on how to restructure your request e.g. what further information or evidence is required to allow the release of information.

We will also provide you with information on how you can request for the decision to be reviewed internally, as well as providing details of how to contact the Information Commissioner's Office who are responsible for regulating the Data Protection Act and General Data Protection Regulation (GDPR).



Using your personal information

For information on how we use personal information please go to our privacy statement on our website www.bolsover.gov.uk or ask a member of staff