

Dealing with a police information request



- 1 The police contact school and request information.
- 2 Notify the DPO of the request.
- 3 Have the police given you a ***Schedule 2 form***? If you don't have one, request this form. In the case of urgency - you can accept a request by email with the form to follow.
DO NOT ACCEPT VERBAL REQUESTS WITHOUT A WRITTEN REQUEST TO ACCOMPANY IT.
- 4 Assess if it is in the ***vital interests*** of a data subject or another party. If so, the request needs to be dealt with more urgently than if it relates to something like criminal damage, for example. The DPO service will assess this for you if you are unsure.
- 5 Once you have the signed and dated request form (either hard copy or electronically) - check for the following:
 - ✓ Data subject's name (if known), date of birth and address of data subjects.
 - ✓ A summary of the information sought.
 - ✓ An explanation why the requester believes the schools has access to such information.
 - ✓ Details of the issue that the information will address (if it is highly confidential or particularly sensitive the requester needs to explain why they cannot provide details) i.e. what crime is being investigated.

It is not enough for the form to just say 'for the prevention and detection of crime', they need to tell you *what* crime.

 - ✓ Any timeframes or urgency.
 - ✓ Notification if they intend to share this with the data subject.
- 6 Requests should be as specific as possible, and should relate to the narrowest pool of people, ideally one person, to prevent risk of personal data disclosure on an unauthorised or an unlawful basis.
 - ✓ Search for and prepare the information for disclosure. – Including redaction of 3rd part names and seeking consent from third parties to share information as if it was a SAR.
 - ✓ Ensure information is sent securely.
 - ✓ If there is any uncertainty about the nature, origin or reasons for a request then advice should be sought from the DPO service.

