



Application for Discretionary Disclosure of Third Party Information for Civil Litigation purposes Schedule 2, Part 1, Para.5 of the Data Protection Act 2018 (DPA)

This form has been designed to facilitate the application for disclosure of third party information for civil litigation purposes (discretionary disclosure).

Disclosures of this nature are chargeable, and payment must be received prior to release of any information.

Any application will be considered against the principles within DPA and may be refused if the threshold for disclosure is not met.

Disclosure of third party information will require Essex Police to contact the third party/ parties to advise them that their information is intended for release. The third party once notified can take steps to prevent release; this needs to be received by Essex Police within 14 days.

Independent witnesses will be contacted to provide explicit consent, where this is not obtained disclosure of the independent witness will not be provided. A court order will be needed.

If you would like this information in an alternative format, or require help in completing the form please contact [Contact us | Essex Police](#)

1a. Legal representative	
If you are self-representing do not complete this section – go to Section 1b	
Legal representative	
Insurers/Organisation/Company	
If applicable Essex Police reference allocated for insurance validation (App d(b) A98b reference) EPINS12345	
Contact	
Email address	
Telephone number	

Please continue on a separate sheet if necessary

Name and date of birth of Individual representing	
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1b. Self representing/Applicant details for the proceedings

Please provide details of the Applicant for the proceedings

Applicant Title	Mr Mrs Miss Ms Other (specify)
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ALL forename(s)/given name(s)	
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Surname/Family name	
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Have you used or been known by any other names	Yes No
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If you have answered Yes to the question above, provide a list of all your previous names below, including **maiden/married** names, names prior to and after change by deed poll, and name at birth if different from the above. Failure to answer this question will delay your request and may limit search results. If you run out of space, please supply additional information on a separate sheet.

Previous name(s)	
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Date of birth: (dd/mm/yyyy)	
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Place of birth: (Village/Town/County/Country)	
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Current address: This must be the physical address you reside at (not a PO Box), indicate dates of residence **This should match your ID document if self-representing.**

Address and postcode	
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Date from (mm/yyyy)	
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Previous address, if your request relates to an event when you were residing at a different residence please provide details below

Previous Address and postcode	
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Date from and to (mm/yyyy)	
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2. Event details

Please continue on a separate sheet if necessary

<p>Details of any crime references, incident numbers or other Police reference relating to the civil action.</p> <p>Please provide the relevant dates.</p>	
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3. Contact details for disclosure purposes

<p>Email address</p>	
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NOTE: All disclosures will be made by email, if you require this to be provided by alternative methods, please detail below:

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Please continue on a separate sheet if necessary

4. Declaration from Legal representative/self-representing applicant

I confirm that under Schedule 2, Part 1, Para.5 of the Data Protection Act 2018 (DPA), the provision of information meets one of the below conditions:

- (a) is necessary for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings),**
- (b) is necessary for the purpose of obtaining legal advice, or**
- (c) is otherwise necessary for the purposes of establishing, exercising, or defending legal rights,**

Identification requirements for self-representing applicants

Identification must be provided. This must be two forms of identification to confirm proof of name (e.g. passport/driving licence), and proof of address (e.g. utility bill/bank statement not more than 6 months old). A full list of acceptable identification is found on the GOV.UK website: Proof of identity checklist.

[Proof of identity checklist - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Any person making a false declaration by completing this form may be guilty of a criminal offence. If found guilty may be liable to a fine or a term of imprisonment not exceeding six months or both.

The information I have supplied in this request is correct and accurate and is supplied for the purposes of Civil Court proceedings only.

Please sign the boxes below

I have requested copies of all relevant materials (as listed above) in respect of proceedings relating to the above applicant/respondent.

- I undertake that, all materials supplied by Essex Police are kept under secure conditions and not left unattended in vehicles or otherwise unprotected. All computer-based security or anti-virus/anti-malware software in place is up-to-date.
- I understand that any materials received from Essex Police will be subject to UK GDPR regulations and have measures in place to protect the disclosed material. Please read the Information Commissioners Office (ICO) advice and measures below and implement where necessary.

[ICO tips for keeping your data secure](#)

- I will ensure that surplus copies of materials are destroyed at the conclusion of the proceedings and only one copy is retained in the archived Court proceedings papers for the required retention period.

Please continue on a separate sheet if necessary

- I will not release material or supply copies of the materials supplied to any other person except Legal representatives.

I will keep a copy of this undertaking and a written record of any persons to whom the information is released.

Full name	
Signature	
Date	

5. Returning the Application form - Checklist

Has the application form been signed?

If self-representing has ID documents been supplied

Upon receipt of this application a reference will be provided, once received please follow the instructions in Section 6

Send the completed form to: Email - info.rights.civil@essex.police.uk

Should any advice or guidance be required in completing this application, please refer to the guidance document or contact info.rights.civil@essex.police.uk or visit www.essex.police.uk

The information provided within the above form is used for the process of validating and processing this application. Please be aware that any information provided may be further processed for law enforcement purposes. For further information regarding policing purposes please refer to the Essex Police registration with the Information Commissioner's office. Information collected by Essex Police as a result of this application will be kept securely for a period of seven years before being deleted. In exceptional circumstances that period may be extended. This decision will be reviewed annually. Please refer to the Essex Police website for general details in regards to the Fair Processing Notice, Privacy Notice and Retention Policy and further rights under GDPR such as right to be informed, right to rectification, right to erasure/to be forgotten, right to restrict processing, right to data portability, right to object and rights in relation to automated decision making and profiling.

6. Payment

Current Charge - £53.40

Please continue on a separate sheet if necessary

No payment can be made until you complete the sections above and your application has been accepted. Upon acceptance you will receive a unique reference number in order that payment can be made via the below process.

Essex Police requires payment in advance of work commencing on any third party disclosure. Payment represents research and admin time involved as part of this application. Once payment has been received work will commence and an intended disclosure date will then be issued. This will be set as standard of 30 working days from the date payment is received.

All payments made must use the specific URL or reference provided upon acknowledgement. Payments made using incorrect references may not be processed.

Payments made to Essex Police must be followed up with remittance advice sent via email to info.rights.civil@essex.police.uk

Essex Police will accept payment by BACS or debit/credit card.

BACS payment

Once the application form has been accepted, further details regarding BACS payment and the associated reference to be used will be provided by email.

Card payment

Once the application form has been accepted, the URL link for payment with the appropriate reference will be sent by email.

No disclosure will be made until payment has been received

Please indicate the method of payment

BACS Yes/No

Card Payment Yes/No