**Third Party/External Request for Personal Data**

Click or tap here to enter text.

1. Requesting Organisation:

2. Reference Number:

Click or tap here to enter text.

3. Requesting Staff Member’s Name  
and Job Title:

Click or tap here to enter text.

Click or tap here to enter text.

4. Data Subject:

5. Full description of the information required:

Click or tap here to enter text.

6. What powers does your organisation have to request disclosure? Please provide the legal basis(es)/exemptions of the Data

Click or tap here to enter text.

Protection Act 2018/General Data Protection Regulation 2016 under which the data is being requested and why (if consent, provide copy of signed consent form):

Please note: the information given here will enable the University to decide if disclosure of the information is lawful or if it will only be released on the production of a Court Order.

Disclosures will be based on careful considerations of all the information that is provided by the applicant and the information that is held, a decision will be made based on public interest tests, risk of harm to individuals or investigations and the requirements of the legislation.

7. Reason why the data cannot be

Click or tap here to enter text.

obtained from another source:

Name:

Signature: Date:

*I certify that the data is required for the reason(s) stated above. I understand that if any information on this form is omitted or wrong I may be committing an offence under Section 170 of the Data Protection Act 2018.*

Name/Job Title of Senior Officer:

Signature: Date:

Explanatory Notes

1. Provide your organisation/company name here.
2. Provide any reference number you have associated with the request here.
3. Provide your name and job title.
4. Provide the identifying information you have available.
5. Provide full details of the specific information required and why. Do not request ‘all information held’ or similar. Provide enough information to allow Edinburgh Napier University to assess whether to disclose the information being requested.
6. Details the specific conditions/exemptions of the Data Protection Act 2018 that allow for this data to be shared.
7. Explain why the data being requested cannot be sourced elsewhere.
8. The form must be countersigned by a member of the organisation/company who is senior to the requester.