

Guidance for Organisations Requesting Information under Section
2 (1) of Schedule 2 of the Data Protection Act 2018

Section 2 (1) of Schedule 2 of the Data Protection Act 2018 provides that particular provisions of the General Data Protection Regulation (GDPR) do not apply to personal data processed for the purpose of the prevention or detection of crime, the apprehension or prosecution of offenders, or the assessment or collection of a tax or duty or an imposition of a similar nature. Organisations that have a criminal prevention or law enforcement function may therefore request personal information held by ParkingEye for these purposes.

ParkingEye employ a full time Police Liaison officer to action all requests and to cover the cost of this member of staff and due to the sheer volume of requests ParkingEye receives from all forces across the UK, an administration fee of up to £75.00 may have to be made.

These organisations can submit requests relating to personal data:

- Police
- HM Revenue and Customs
- National Crime Agency
- ERSOU
- Clients
- Other local authorities or public bodies, acting under authorised powers.

ParkingEye may be able to release this information by applying an exemption in accordance with the Data Protection Act 2018. There is no obligation on ParkingEye to do so and even if the exemptions apply ParkingEye still has no obligation to release any information.

If ParkingEye has genuine concerns about releasing any personal information, contrary to the Data Protection Act 2018, then it may ask for a court order requiring release of the information.

How to make a request for personal information

Organisations wishing to request disclosure of personal information held by ParkingEye in accordance with the Data Protection Act 2018 must complete our **Data Request Form**. Most organisations will have a standard form for this, but we require this form (which is available on the website) to be completed before we can begin to process any requests.

All requests must be submitted via secure email to:

Police@parkingeye.co.uk

The purpose of the Data Request Form is to enable ParkingEye to respond to requests for the disclosure of personal data by providing the necessary information to locate the data in question. It

also allows ParkingEye to make an informed decision concerning the request of the information based on the understanding of the grounds for applying the exemption.

Completing the form

- Please provide your name, job title and organisation to enable us to identify you as a person with statutory authority to make a request under the exemption.
- Please include your email address to allow us to contact you or forward the information once a decision has been made.
- Please specify the information you are looking for and, where known, any other details which would enable us to locate the data. For example, provide a full address and postcode, a small date and time range and if possible the vehicle registration mark.
- Please ensure to give enough information so that we can make an informed decision whether to disclose in accordance with your declaration. This information must relate to the specific enquiry, including a clear explanation as to why the information is being sought and why the enquiry is likely to be prejudiced if it is not provided. If the information itself would prejudice the enquiry, you should provide all evidence that you consider to be nonprejudicial. This is so that we can review, and record all data requests in compliance with the Data Protection Act 2018 and ICO guidance.
- For the purpose of crime prevention or apprehension/conviction of an offender the requested information should relate to the specific crime. This exemption **must not** be used for 'trawling' information and these requests will be refused.
- Please state under what powers you are requesting the information.

ParkingEye reserves the right to withhold data if sufficient grounds for applying an exemption are not provided.

We will only send personal information electronically, and in an encrypted format. You will need to call the office on 01772 450 970 and ask for the password.

When we receive a completed Data Request Form we will assess whether or not this information will be released. We will endeavour to provide the information you have requested as soon as possible.

- Once you have submitted your form via email please include the email address of the authorising officer as confirmation. For requests from the Police, the form must also be authorised by a person no lower than Police Inspector. If ParkingEye does not consider the level or authorisation signatory to be sufficient we reserve the right to request further authorisation or refuse to supply the information.

Failure to complete the form fully is likely to delay the process of obtaining the information

Please note that the final decision to release the requested information is held by ParkingEye.

ANPR DATA REQUEST

WE WILL NOT RELEASE DATA IF ANY OF THE BELOW SECTIONS ARE INCOMPLETE OR IF THE FORM DOES NOT CONTAIN A SIGNATURE

*Name:			
*Email:			
*ID No & Dept		*Rank/Grade:	
*Nature of Enquiry:			

***Data Request:**

VRM	Earliest time and date	Latest time and date	Images Required?	Postcode of location and name of Retail Park/Store/Hotel/Site

*Please note that we only hold data on our system for a limited time period, therefore we cannot guarantee that data will be available

Reason information is necessary:

WE WILL NOT RELEASE DATA IF ANY OF THE BELOW SECTIONS ARE INCOMPLETE OR IF THE FORM DOES NOT CONTAIN A SIGNATURE

State under which statutory powers you are requesting this information:

I certify that the data is required for one of the following purposes (please tick appropriate one) and non-disclosure would prejudice that purpose. I also certify that it will not be used in any way incompatible with the purpose:- **These enquiries are for the purpose of:**

- The prevention/detection of crime**
- The apprehension/prosecution of offenders**
- Other (please state):**

Authorisation:

I understand that if any of the information given on this form is incorrect, I may be committing an offence under section 170 of the Data Protection Act 2018. The authorisation email acts as authentication and must be in the recognised police/government formats. In certain circumstances we may ask for further details to confirm authentication.

Name of Officer/requestor (block capitals)	
Authorising Officer/ Requestor Email address	
Job Title of Authorising Officer/requestor	
Date	

Name:

Signature: