

ABI Member :
Membership No. : /
Company :
ABI Verification : <https://www.theabi.org.uk/member/...>
Tel No. :
E-Mail :
ICO Registration No. : Z...
British Standard institution
Code of Practice
for the provision of investigative services : **BS102000/2018**

Data Controller name :
Company/department :
Email address :
Date:

REQUEST FOR DATA SHARING

Schedule 2, Part 1, Section 5(3) of the Data Protection Act 2018 (DPA 2018)

Data Subject (DS)..... DOB:.....

Last Known Address.....

Dear Sir/Madam,

We are instructed by

.....

of

to *(set out objective)* in connection with *(set out purpose/case scenario)*.

The following redacted documentation to substantiate our client's legitimate interest and/or our instructions are attached:

1. **Letter of instructions dated**
2. **Data Protection Impact Assessment.**
3. **Legitimate Interest Assessment.**
4. ...

Our enquiries suggest you hold personal data relating to the DS, *(set out data type)*.

The above specified section of the DPA 2018 permits you to disclose such data to us in these circumstances. [Click here](#) ¹. Further, this request is made in accordance with the [ICO Data Sharing Code of Practice](#) which explains when and why it is permissible to share data ².

Please supply us with *(set out requested data)* you hold.

(add any further supporting information, e.g., Your prompt response will assist in contacting the DS to ensure that they can seek timely legal advice.)

Thank you in anticipation of your assistance.

Signed :

¹ <http://www.legislation.gov.uk/ukpga/2018/12/schedule/2/enacted>

² **Why should we use the data sharing code?**

The benefits for you in adopting the recommendations in the code may include:

- greater trust in you by the public and customers, whose data you may want to share;
- an improved understanding of whether and when it is appropriate to share personal data;
- greater confidence within your organisation that you are sharing data appropriately and correctly;
- the confidence to share data in a one-off situation or in an emergency;
- a reduced reputational risk when sharing data;
- more robust, demonstrable compliance with the law; and
- better protection for individuals whose data you are sharing.