

Checklist for Requesting Information

- State your name, job title, department and organisation's name.
- Provide the service user's name, date of birth and address.
- Make it clear what information you are requesting disclosure of.
- Make sure that any information you ask for is adequate for your purpose, relevant and not excessive for that purpose.
- Confirm the legislation or the reason for the request, for example:
 - the information is necessary to prevent or detect crime
 - the information is necessary to apprehend or prosecute an offender
 - the information is required as part of a child protection enquiry
 - the information is necessary to protect the vital interests (matters relating to life and death or prevention of serious harm) of the individual.
- State if you have obtained consent from the individual for the release of their information to you **and** enclose a copy of the written consent.



Devon Children's Trust is a partnership between social care, education, health, community, voluntary, and justice services working together to make a difference for Devon's children and young people. www.devonchildrenstrust.org.uk

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