

# Handling requests for data from police

Section 6.3 of the School's Data Protection policy states 'Requests from police must be handled so that one or more senior managers within the School must authorise the release of any data, prior to that release taking place. Full records must be kept of any data releases made to third parties, including the process of authorisation of such releases'.

This procedure sets out how that policy statement will be followed.

## Procedure for handling police requests

1. When a request for information from the police is received by the School relating to a staff member, student or other individuals associated to the School, it will be forwarded to the Data Protection Officer for first appraisal.
  - a. Requests for CCTV footage and access control systems information will be forwarded to the Head of Security as per section 9.3 of the Data Protection policy.
2. The Data Protection Officer will request a signed form from the police officer that indicates the request is being made under the relevant legislation e.g. citing the Data Protection Act 2018, Schedule 2, Part 1, Section 2 if this has not already been provided.
3. Once it has been determined the request is legitimate, the relevant searches will be conducted for the information. The Data Protection Officer or staff member processing the request will gather the information together ready for approval.
4. Approval will be provided by at least one of the following:
  - a. Director
  - b. A Pro-Director
  - c. Chief Operating Officer
  - d. School Secretary
  - e. Academic Registrar – particularly for student cases
  - f. Director of Human Resources – particularly for staff cases

5. In requests potentially involving terrorism, Prevent, or criminal behaviour of the data subject, two of the above must give approval.
6. The approved data will be sent to the police officer making the request.
7. A pdf copy of all data released and the approvals will be placed on the School's shared drive by the Data Protection Officer or staff member processing the request and kept for 7 years.

## Review schedule

Review interval	Next review due by	Next review start
3 years	30/11/24	01/11/24

## Version history

Version	Date	Approved by	Notes
1	23/11/18	Data Protection Officer	
1.1	17/06/19	Data Protection Officer	No changes needed as at 9/12/2021

## Contacts

Position	Name	Email	Notes
Rachael Maguire	Data Protection Officer	<a href="mailto:glpd.info.rights@lse.ac.uk">glpd.info.rights@lse.ac.uk</a>	

## Communications and Training

Will this document be publicised through Internal Communications?	<b>Yes/ No</b>
Will training needs arise from this policy	<b>Yes/ No</b>
If Yes, please give details	