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| Appendix D(a): REQUEST FOR INFORMATION |
| Logo, company name  Description automatically generatedLogo  Description automatically generated**REQUEST FOR DISCLOSURE OF INFORMATION****HELD BY THE POLICE** |
| **Lawful Basis of request:** | The Insurance industry has a legitimate interest[[1]](#footnote-2) in processing personal data to prevent fraud. It can only do so with the cooperation of law enforcement and requires consideration of requests on a case-by-case basis to support their legitimate interests in preventing fraud through the detection of potentially fraudulent claims/criminal activity. This request is pursuant to the determinations of Fraud by False Representation and/or Fraud by Failure to Disclose Information *(Fraud Act 2006 Sections 2 and 3).* |
| **Details of party requesting information** |
| **Name:** |       |
| **Address:** |       |
| **Contact Information:** | [Email / telephone number] |
| **ABI Member:** | [Please indicate if you are an ABI member, if not list them here] |
| **If the request is from the insurer** |
| **Claim No.:** |       |
| **If the request is from an eligible third party** |
| **Details of insurer** |
| **Name:** |       |
| **Address:** |       |
| **Claim No.:** |       |
| I confirm that I am authorised to perform claims administration services on behalf of the insurer and in accordance with all applicable laws and regulations and accepted claims practices.I confirm that the information requested will be processed in accordance with my legal obligations under the Data Protection Act 2018 & UK GDPR. Appropriate technical and organisational safeguards are in place to protect personal data against unauthorised or unlawful processing and against accidental or deliberate loss, destruction or damage. |
| **Name:**(Block Capitals) |       |
| **Signed:** |  | **Date:** |       |

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| **Details of Insured** |
| **Name:** |       | **DoB:** |       |
| **Address:** |       |
| **Details of Crime** |
|       |
| **Information Requested - Details of Crime** |
| **Crime Reference Number:** |       |
| **Date and Time of report to Police:** |  |
| **Aggrieved Person:**(Please include DoB) |  |
| **Location of crime:** |  |
| **The reason we need this information is:** |  |
| **Declaration** |
| I confirm that the personal data requested is required for the agreed purpose and failure to provide the information will, in my view, be likely to prejudice my investigation. |
| **Name:**(block capitals) |       |
| **Post:** |       | **Department:** |       |
| **\*Signed:**  |  | **Date:** |       |
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| **Additional information. This must be specific and state exactly what you can justify as being necessary. For example, copy of the victim’s statement, what the person reporting said in the initial call, list of stolen property, verification of entry, location of keys, etc. The police will not supply copies of SOCO/forensic reports, ANPR records, results of house-to-house enquiries or details of the police investigation. The reason for each item must be explained below.** |
| **1.** | **Information Required** |
|  |       |
|  | **Reasons** |
|  |       |
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| **2.** | **Information Required** |
|  |       |
|  | **Reasons** |
|  |       |
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| **3.** | **Information Required** |
|  |       |
|  | **Reasons** |
|  |       |
|  |  |
|  |  |  |  |  |
| **Name:****(Block Capitals)** |       |
| **\*\*Signed:**  |  | **Date:** |       |
|  |  |  |  |

1. ICO: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/legitimate-interests/when-can-we-rely-on-legitimate-interests/> [↑](#footnote-ref-2)