**Aberystwyth University**

**Information For Staff About Responding to Data Requests From the Police**

**1 To whom should requests be directed?**

1.1 *During office hours* all requests for information should be directed to:

* Student Welcome Centre, Ground Floor Welcome Desk *(For information in respect of students)*
* Human Resources Department, Unit 12 Science Park *(For information in respect of staff)*

1.2 *Outside of office hours* all requests should submitted via Campus Reception.

**2 How will the information be requested?**

2.1 Requests may come in person or by phone but **must be accompanied by** **a personal data request (or Section 29) form** held by the Police. The form must be signed by a police officer of senior rank (Inspector or above). If it is stated to be urgent, and they do not have a form, it must be impressed upon the officer present that the form should be completed and submitted as soon as possible.

**3 Who can authorise disclosure of information?**

3.1 The following individuals can authorise data requests:

* Pro Vice Chancellor Staff and Students (for information in respect of staff and students)
* Data Protection Manager (for information in respect of staff and students)
* Director of Human Resources (for information in respect of staff only )
* Director Student Support (for information in respect of students only)
* Head of Residence (for information in respect of students in University Residences only)

**4 What Information Can Be Disclosed?**

4.1 In most cases, where the police require basic information regarding a named individual (e.g. confirmation of student status, address, phone number, likelihood of whereabouts at any given time) there should be no problem in supplying it.

4.2 In cases where a large amount of information is requested, or information is regarded as sensitive under the Data Protection Act (e.g. health, sexuality) authorised staff may have to consider the relevance and proportionality of the request.

4.3 Similarly, if the police only have a description and there are a number of potential subjects, more detailed consideration may have to be given to what information can be disclosed, together with the possibility of direct dialogue with the officers involved.

**5 What should I do when authorisation has been given to release data?**

5.1 Where authorisation has been given to disclose data in respect of *students*:

The form should be sent to/ retained by staff at the Student Welcome Centre and the following individuals should be informed by email that a request has been actioned. This e-mail should include only a list of data categories (e.g. home address) supplied to the police, not the data itself.

* Bec Davies: rkd@aber.ac.uk
* Charles Lloyd Harvey: chl25@aber.ac.uk
* Caryl Davies: ccd@aber.ac.uk
* student-support@aber.ac.uk
* Jonathan Davies: mpd@aber.ac.uk
* infocompliance@aber.ac.uk
* Mike Smith: mss@aber.ac.uk
* Tom Bates: tgb@aber.ac.uk
* Eleri Thomas: ewe@aber.ac.uk

5.2 Where authorisation has been given to disclose data in respect of *staff*:

The form should be sent to/retained by Human Resources and the following individuals should be informed by email that a request has been actioned and details included of the data requested.

* Bec Davies: rkd@aber.ac.uk
* Jonathan Davies: mpd@aber.ac.uk
* infocompliance@aber.ac.uk
* Sue Chambers: eec@aber.ac.uk