***Note:*** This is an emergency form for situations where no Schedule 2, Part 1(2) form can be provided. If the situation does not fall into an urgency category, proper procedure as outlined under <https://www.ed.ac.uk/records-management/guidance/enquiry/when-to-refer/police> must be followed.

***PART 1 to be filled in by police officer***

The information I request is:

And relates to: (Name of data subject) …....................................................

The purpose for the request is (please tick)

The reason for the urgency is (please tick):

 The suspect is likely to leave suddenly

 Evidence may be destroyed

 The ‘vital interest’ condition is engaged as there is a more than remote possibility the data subject may endanger themselves or others

 Other (please specify)

I confirm that I require the data urgently for the above purpose(s), that any delay would significantly affect the purposes stated above and that I will provide a Schedule 2, Part 1(2) form signed by a senior officer as soon as possible.

--------------------------------------- -------------------------------

Police Officer’s Name (please print) Badge Number

--------------------------------------------------------------------------------

Signature and Date

***PART 2 to be filled in by senior University staff***

Data released to the police (please describe):

By:

---------------------------------------

Name and role (please print)

----------------------------------------

Signature and Date

***\*\*\*Upon completion and release of data, please scan and email to Rena Gertz at dpo@ed.ac.uk\*\*\****