* **Applicant Details**:

|  |  |
| --- | --- |
| Title (eg Mr/Mrs/Ms/Dr) |  |
| First Name |  | Last Name |  |
| Employed by |  | | |

requests the Animal and Plant Health Agency to provide the following information consisting either wholly or in part of personal data relating to a third party or parties

|  |
| --- |
|  |

**Preferred format for response**: Electronic mail ⬜ (click to tick as appropriate)

Hard copy ⬜

* To enable us to consider your request, please explain why it is necessary for you to receive the information requested, and why non-disclosure would likely prejudice any of the matters in the Declaration, below:

|  |
| --- |
|  |

* **Declaration**

The information requested is necessary for, and will only be used for, the following purposes:

a) The prevention or detection of crime ⬜

b) The apprehension or prosecution of offenders ⬜

c) The assessment or collection of any tax, duty or imposition of a similar nature ⬜

(tick as appropriate)

I/We promise to use the information supplied by APHA for the above-stated purpose(s) only, and I/We will not allow it to be passed to the Data Subject or third parties without consulting the APHA officer who supplied the data, or the APHA Records Manager.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant Signature |  | | | | |
| Name (Block Letters) |  | | Date | |  |
| Job Title |  | | | | |
| Telephone No |  | Fax No | |  | |
| Email address |  | | | | |
| Countersignature | (Senior Officer) | | | | |
| Name (Block Letters) |  | | | | |
| Signature |  | | | | |
| Email address |  | | | | |

If emailed, entry above of the Applicant’s and Senior Officer’s email addresses will suffice as an ‘electronic signature’, and so no signed hard copy will be needed.

Please send your completed request to the following email address [enquiries@apha.gsi.gov.uk](mailto:enquiries@apha.gsi.gov.uk) or alternatively hard copy mail to:

ATI Enquiries Manager

Weybourne Building

Animal and Plant Health Agency

Woodham Lane

New Haw

Addlestone

Surrey

KT15 3NB

**Data Protection Act**

|  |
| --- |
| Defra, the Scottish Government, the Welsh Government and the Food Standards Agency are Data Controllers in Common in respect of personal data processed by APHA. For the purposes and usage of the data and the data sharing arrangements, please see the full APHA Personal Information Charter on GOV.UK. A hard copy of this can be provided if required; please contact your local APHA Field Service office. APHA will not permit any unwarranted breach of confidentiality or act in contravention of their obligations under the Data Protection Act 1998. APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency. |