



EMMAUS

CATHOLIC MAC

Disclosing Information to the Police

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Ratified by	Compliance
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Policy review date	1 st September 27
Post holder responsible	Chief Finance and Operations Officer



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Disclosing Information to the Police Policy has been approved and adopted by Emmaus Catholic Multi Academy Company on 14th August 2025 and will be reviewed in September 2027.

Signed by Director of Emmaus Catholic MAC: *J Griffin*

Signed by CSEL for Central Team: *S Horan*

This Policy relates to all Emmaus Schools.

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Appendix 1

DEFINITIONS

The Company's standard set of definitions is contained at [Definition of Terms](#) – please refer to this for the latest definitions.

1. Introduction

- 1.1 Occasionally schools will receive requests from the police for personal information that is held by the school. This could be information relating to the contact details of a family whose children attend the school or information relating to a member of staff.

2. Should I disclose information to the Police

- 2.1 Under certain circumstances personal information can be provided to the police without consent from the data subject.
- 2.2 Part 2, Sch 2, Para 2 of the Data Protection Act allows personal information to be disclosed to the police in cases where the failure to provide the information would prejudice the prevention or detection of crime or the apprehension or prosecution of an offender.
- 2.3 Essentially, this allows the school to disclose personal data to the police, where it is necessary to prevent or detect crime or apprehend or prosecute offenders, without fear of breaching the Act.
- 2.4 Although Part 2, Sch 2, Para 2 of the Data Protection Act allows personal information to be disclosed for legitimate police enquiries it is up to the school to determine whether it should disclose the information.
- 2.5 Personal data should only be disclosed to police officers if they are able to supply a 'relevant document', which notifies of a specific, legitimate need to have access to the personal data. The document used by West Midlands Police is called a WA170 (Subject to amendment) (please see Appendix 1) and must be signed by the requestor's supervisor or sergeant. Other police forces may call the 'relevant document' by an alternative name, however, it should always quote Part 2, Sch 2, Para 2 of the Data Protection Act or other relevant exemption.
- 2.6 If a telephone call is received from the police they will need to be advised to send the completed WA170 form to you. Do not disclose any information over the telephone.
- 2.7 A record should be kept of any personal data disclosed for audit purposes.

3. When is a WA170 not required

- 3.1 If the school contacts the police and asks them to attend the setting to deal with an incident a WA170 (or other 'relevant document') is not required.

Appendix 1

OFFICIAL SENSITIVE (WHEN COMPLETE)

WA170 05/2018



Request to external organisation for the disclosure of personal data to the Police

Under Schedule 2 Part 1 Paragraph 2 of the Data Protection Act 2018 and GDPR Article 6 (1) d

To: info.school@dudley.sch.uk

Position (where known): Headteacher

Organisation: Sunnyside Primary School

I am making enquiries which are concerned with:

- ☒ The prevention or detection of crime*
- ☒ The prosecution or apprehension of offenders*
- ☒ Protecting the vital interests of a person*

☒ I can confirm that the personal data requested below is needed for the purposes indicated above and a failure to provide that information will be likely to prejudice those matters

- Lawful basis quoted
- Opt in tick boxes support lawful basis
- Signed by rank of Sergeant and above
- Information has to be provided in its entirety



I confirm that the individual(s) whose personal data is sought not to be informed of this request as to do so would be likely to prejudice the matters described above

* Check mark as is appropriate

Information required:

Details of member of staff in relation to an incident during school hours

Police Reference: PU/XXX/2020

From:

Rank/Number/Name: IO 33333 Gray
Station: Stourbridge
Date/Time: 1415 hrs 27/04/2020
E-mail address: j.gray@west-midlands.pnn.police.uk
Signature: *J Gray*

Counter Signature: S Attwood
Rank/Number/Name: DS 5620 Attwood