

1. Background

These Procedures are intended to cover situations where the University receives requests from the Police

Services

Staff should not feel pressurised to disclose information "on the spot", as it is very rare that the police or agencies require the information urgently (although such circumstances are dealt with in Section 4 below).

3. Disclosure Procedures

[a] Police Requests

All police forces have standard forms which must be used to request personal information.

1. The University's Security Section should note all of the emergency information required, the