



Appendix C Private Landlords guidance for requests

Introduction

This Appendix is about how **private landlords** can apply for data held on Staffordshire Police local systems relating to a tenant's property and should be read in conjunction with the Safer Communities MoU.

Private landlords may request lists or summaries of incidents at their premises and these tend to be requests where their property has suffered criminal damage or the premises has been subject to Police attendance due to criminal activity.

Rights and legislation

Private landlord's requests about the disclosure for incidents at their premises are covered under Schedule 2 Part 1(5) of the DPA 2018.

This MoU Appendix does not give private landlords an automatic right to receive police data and does not cover any form of disclosure for the vetting of tenants, it is a discretionary process for providing data where it is relevant and legally justified to do so. Data that may prejudice an ongoing investigation or criminal court case will not be shared unless there is an overriding safety requirement or a court order obligates us to. Police intelligence will not be shared. Any data shared will only be used for the purpose for which it has been provided.

Process

Requests can be made using the form at Appendix B of the Safer Communities MoU. It is expected that upon application the landlord provides evidence of their ownership of the property concerned. Both then need to be sent by email to information.exchange@staffordshire.police.uk

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