

## **Other Gateways for Disclosure**

### **Contact Details for Third Party for use in Legal Proceedings**

If you or your solicitor require the contact details of a third party in relation to pursuing legal proceedings you can write to the Commander of the Borough where the incident occurred quoting Section 35 of the DPA. Your request will then be risk assessed to decide if it can be released.

### **Disclosure for Civil Action/Family Court Proceedings**

Should you require disclosure of documents (or CCTV) held by the MPS for a Civil Action or for Family Court Proceedings, you may wish to apply for a disclosure order via the courts specifying which documents are necessary and why. Specifying what information within each document is necessary.

Please send the disclosure order to;

Directorate of Legal Services  
Metropolitan Police Service  
10 Lambs Conduit Street  
London  
WC1N 3NR

### **Court Order**

Should the information you have requested be required for a court case, it may be prudent to obtain a court order for the information. Your legal representative or HM Courts Service will be able to assist you with this. If the court case is not current but anticipated, you should request the documents under Section 35 of the DPA.

Disclosure through these routes may enable you to receive more information than you would get via the Subject Access provisions of the DPA, because your rights under Subject Access are for personal data only. The 40 day time limit on Section 35 requests also does not apply.

All such requests should be directed to:-

Directorate of Legal Services,  
Metropolitan Police Service  
10, Lambs Conduit Street,  
London WC1N 3NR