



Government Disclosure Request Template

Law enforcement agencies wishing to make a Disclosure Request should be asked to complete Part 1 of the form set out below (or provide sufficient information to the Tech Mahindra response team to be able to complete the details on this form). This information is required to allow Tech Mahindra to properly validate the request. Part 2 of the form should be completed by Tech Mahindra in relation to whether the internal procedures have been followed.

Where the law enforcement agency refuses to use this form, the information provided in Part 1 should be checked against the information requested on this form.

Government / Law Enforcement Information Request

This request will be reviewed in accordance with Tech Mahindra’s Global Privacy Policy for Government and Law Enforcement Data Access Requests.

Part 1: to be completed by Government or Law Enforcement Agency

Government or Law Enforcement Agency	Country:
	Agency Name:
Requesting Officer	Name & Title/Rank:
	Contact details, including official Government or Law Enforcement Email Address:
Case Context	Case Date & Location:
	Case Type & Overview:

Information Context	<p>Purpose of the request. Please (i) explain the purpose for the request; and (ii) explain why the requested information is necessary for this purpose: <i>[Examples of potential purposes include:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>The prevention or detection of crime;</i> <input type="checkbox"/> <i>The apprehension or prosecution of offenders;</i> <input type="checkbox"/> <i>The assessment or collection of a tax duty or an imposition of a similar nature.]</i>
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	<p>Information Requested from Tech Mahindra. (Note: Information requested should be as specific as possible relative to the case context)</p>
	<p>Legal Basis for Request. (Requesting officer should indicate a specific provision in their domestic law, for example the relevant article or section of an Act which authorizes the collection of information from a third-party entity such as Tech Mahindra for the purposes of prevention, detection or investigation of offences):</p>
<p>Method of disclosure</p>	<p>a) Form</p> <ul style="list-style-type: none"> • Via secure file transfer protocol to the following location: • Via (registered) post • Via encrypted e-mail <p>b) Please identify any authorized recipients other than the officer completing this form, and provide their law enforcement contact details:</p>
<p>Right of redress</p>	<p>Please identify the mechanism available for an interested party (Tech Mahindra; its customer; an underlying data subject) to issue a complaint or challenge regarding the Request or the subsequent use of the data by the Law Enforcement Agency.</p>
<p>Signature of requesting officer:</p>	<p>.....</p> <p>Date:</p>

Part 2 : to be completed by Tech Mahindra	
<p>Lawful basis (relevant where Tech Mahindra is acting as a data controller, including where a legal obligation applies to Tech Mahindra as a data processor)</p>	<p>Indicate which lawful basis Tech Mahindra will be able to rely on to support this disclosure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tech Mahindra's legitimate interest in assisting with the prevention and detection of crime by facilitating a lawful government request <input type="checkbox"/> Compliance with a legal obligation that applies to Tech Mahindra (for example, a court order requiring disclosure). Please give details of the obligation: ... <input type="checkbox"/> Other. Please specify...
<p>Privacy Considerations</p>	<p>Confirm that each of the following privacy considerations (as explained in further detail in the Global Privacy Policy for Government and Law Enforcement Data Access Requests) has been taken into account when considering this request:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notice; <input type="checkbox"/> Necessity; <input type="checkbox"/> Minimization; <input type="checkbox"/> Accuracy; <input type="checkbox"/> Security.
<p>DISCLOSURE: YES/NO</p>	<p>Yes, all formal conditions are met and request is well motivated</p> <p>No, because:</p> <ul style="list-style-type: none"> • requested information is not available to Tech Mahindra • request is disproportionate • request should be made to [other third party] • other reason <p>No, because the following additional information is needed:</p>