



LEICESTERSHIRE

FIRE and RESCUE SERVICE

safer people, safer places

DATA PROTECTION ACT 2018 Subject Access Request Form

Please return the completed form to:

Service Information Team, Leicestershire Fire and Rescue Service Headquarters, 12 Geoff Monk Way, Birstall, Leicester, LE4 3BU. Email: dataprotection@lfrs.org

1. Details of person requesting the information

Title (Mr, Mrs etc.):	Date of Birth:
Surname/Family Name:	Forename(s):
Address:	
Post Code:	
Telephone number:	Mobile number:
Email address:	

2. Are you the Data Subject? (the person to whom the requested data relates)

Yes	If you are the Data Subject please supply 2 forms of evidence of your identity i.e. Driving License, Passport, Birth Certificate (or photocopy). Please go to Section 5.
No	Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed. Please complete Sections 3 and 4.

3. Details of Data Subject (if different to Section 1)

Title (Mr, Mrs etc.):	Date of Birth:
Surname/Family Name:	Forename(s):
Address:	
Post Code:	
Telephone number:	Mobile number:
Email address:	



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4. Relationship to the Data Subject

Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

5. Your Information Request

Please be as specific as possible in making your request, providing as much detail as you can to help us locate the information. For example, it may be helpful if you can refer to the dates and locations of events or meetings, the names of people you have spoken to or have communicated with, the location of the information if known, the type and subject of any documents or emails, the names or authors of any messages or documents, and any relevant time periods. If requesting CCTV video footage including vehicle 'Dashcam' and 'Body Worn Video' then give details of date/time, location and circumstance etc.



6. Declaration

I certify that the information given on this request form to Leicestershire Fire and Rescue Service is true. I understand that it is necessary for Leicestershire Fire and Rescue Service to confirm my/the Data Subjects identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature:

Date:

Response

Leicestershire Fire and Rescue Service will provide you with a response within one month of the date of your request. In some circumstances, the response period may be extended by up to a further two months for complex requests.

Fees

The information will in most cases be provided to you free of charge however, where the request is manifestly unfounded or excessive then Leicestershire Fire and Rescue Service may charge a “reasonable fee” for the administrative costs of complying with the request.

Leicestershire Fire and Rescue Service may also also charge a reasonable fee if you request further copies of your information following a request. In this case the fee will be based on the administrative costs of providing further copies.

If Leicestershire Fire and Rescue Service intends to make a charge then you will be notified in advance what the cost is and why it has been made. It may be possible to reduce or remove the charge by reducing the amount of information requested, providing the information in alternative formats or collecting etc.

Privacy statement:

The information collected on this form will be held in a secure location on Leicestershire Fire and Rescue Service internal servers and only accessed by authorised people required to process your request. The information will be retained by us and will be used for the purposes of:

- Processing your request for information (note date of birth is required as special consideration will be made to persons under the age of 16 years of age)
- Helping us to make decisions about how we handle your request for information fairly and lawfully
- Informing the public from time to time of the types of requests we have received and how we responded. In the case of (C), we will not publicise any personal data it will be anonymised

All personal information will be processed in accordance with the requirements of the Data Protection Act 2018.