**SUBJECT ACCESS REQUEST FORM**

The General Data Protection Regulation (GDPR) provides you, the data subject, with a right to request a copy of the data / information that public authorities hold about you, or to authorise someone to request that information on your behalf.

Please complete this form if you wish to see the data that North Wales Fire and Rescue Service (NWFRS) holds about you. Your request will be processed within one month upon receipt of the following:

* a fully-completed form (assistance with completing the form can be provided, if required);
* clarification as to the data that you are requesting;
* proof of identity.

# PROOF OF IDENTITY

We require proof of your identity before we can disclose personal data. Proof of your identity should include:

* a copy of one document such as your birth certificate, passport or driving licence;
* AND an official letter addressed to you at your home address, for example a bank statement, a recent utility bill or a council tax bill.

If you have changed your name, please supply relevant documents to provide evidence of that change.

Should you have difficulty in providing the relevant documentary proof of your identity, then please contact the NWFRS Data Protection Officer on 01745 535250 or via dpo@northwalesfire.gov.wales for advice.

**ADMINISTRATION FEE**

There is normally no charge for Subject Access Requests; however, organisations are permitted to charge a reasonable fee if a request is manifestly unfounded, excessive or repetitive. This fee is based upon the administrative cost of providing the information.

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| **DATA SUBJECT DETAILS** |
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| **Please fill in your details (the data subject). If you are not the data subject and are acting on behalf of someone else, please fill in the data subject details below, rather than your own.** |
| **Title - please tick (√)** |
| **Mr:** |  | **Mrs:** |  | **Ms:** |  | **Mrs:** |  |
| **Other:** |  |
| **Surname / Family Name:** |  |
| **First name(s) / Forename(s):** |  | **Date of birth:** |  |
| **Address and postcode:** |  |
| **Previous addresses and****postcode(s):** |  |
| **Email address:** |  |
| **Daytime phone number(s):** |  |
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| **I am enclosing copies of the following as proof of identity - please tick (√)** |
| **Birth Certificate:** |  | **Driving Licence:** |  |
| **Passport:** |  | **An official letter to my address:** |  |

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| **REQUEST FOR PERSONAL INFORMATION** |
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| **If you only want to know what information is held in specific records, please indicate in the box below.****Please provide as much information as possible about what the requested data relates to and any relevant dates.** |
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| **Employment records****If you are now, or have been, employed by NWFRS and are seeking personal information in relation to your employment, please provide the following details.** |
| **Fire Service number:** |  |
| **Dates of employment:** |  |

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| **IF YOU ARE ACTING ON BEHALF OF SOMEONE ELSE…** |
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| **Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).** |
| **Title - please tick (√)** |
| **Mr:** |  | **Mrs:** |  | **Ms:** |  | **Mrs:** |  |
| **Other:** |  |
| **Surname / Family Name:** |  |
| **First name(s) / Forename(s):** |  | **Date of birth:** |  |
| **Address and postcode:** |  |
| **Previous addresses and****postcode(s):** |  |
| **Email address:** |  |
| **Daytime phone number(s):** |  |
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| **I am enclosing copies of the following as proof of identity - please tick (√):** |
| **Birth Certificate:** |  | **Driving Licence:** |  |
| **Passport:** |  | **An official letter to my address:** |  |
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| **What is your relationship to the data subject (e.g. parent, carer, legal representative)?** |  |
| **I am enclosing copies of the following as proof of legal authorisation to act on behalf of the data subject - please tick (√):** |
| **Letter of authority:** |  | **Lasting or enduring power of attorney:** |  |
| **Evidence of parental responsibility:** |  | **Other** **(give details):** |  |

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| **DECLARATION** |
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| **Either - Data Subject Declaration:**I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that NWFRS is obliged to confirm proof of identity / authority, and that it may be necessary to obtain further information in order to comply with this subject access request. |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |
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| **Or - Authorised Person Declaration (if applicable):**I confirm that I am legally authorised to act on behalf of the data subject. I understand that NWFRS is obliged to confirm proof of identity / authority, and that it may be necessary to obtain further information in order to comply with this subject access request. |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

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| **WARNING** |
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| It is an offence for a person knowingly or recklessly to obtain or disclose personal data without the consent of the controller (NWFRS), to procure the disclosure of personal data to another person without the consent of the controller or, after obtaining personal data, to retain it without the consent of the person who was the controller in relation to the personal data when it was obtained. |

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| **COMMUNICATION** |
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| **I wish to - please tick (√):** |
| **Receive the information in electronic format (some files may be too large to transmit electronically and we may have to supply in CD format):** |  |
| **Receive the information by post using the Royal Mail Signed For® service\*:** |  |
| **Collect the information in person:** |  |
| **View a copy of the information only:** |  |
| **Go through the information with a member of staff:** |  |
| \*Please be aware that, if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm, if the information is sensitive. |