The General Data Protection Regulation (GDPR) provides you, the data subject, with a right to request a copy of the data/information 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 North Wales Fire and Rescue Service (NWFRS) holds about you. Your request will be processed within one month, upon receipt of a fully completed form (assistance with completing the form can be provided if required), clarification of the data you are requesting, and 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 address e.g. bank statement, recent utility bill or council tax bill. If you have changed your name, please supply relevant documents evidencing the 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 [dpo@nwales-fireservice.org.uk](mailto:dpo@nwales-fireservice.org.uk) for advice.

**Administration fee:**

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

**Section1**

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, not your own.

|  |  |  |
| --- | --- | --- |
| **Title:** Mr 🞏 Mrs 🞏 Ms 🞏 Miss 🞏 Other – | | |
| **Surname/ Family Name:** | | |
| **First Name(s)/Forenames:** | | |
| **Date of Birth:** | | |
| **Address:**  **Postcode:** | | |
| **Previous Addresses:**  **Post Code:** |  |  |
| **Email address:** | | |
| **Daytime Telephone Number(s)** | | |
| **I am enclosing copies of the following as proof of identity:**  Birth certificate 🞏 Driving Licence 🞏 Passport 🞏 An official letter to my address 🞏 | | |

|  |
| --- |
| **Personal Information**  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. |
| **Details:** |

|  |
| --- |
| **Employment records**  If you are now, or have been, employed by NWFRS and are seeking personal information in relation to your employment please provide details of your Fire Service number and dates of employment. |

# Section 2

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:** Mr 🞏 Mrs 🞏 Ms 🞏 Miss 🞏 Other – | | |
| **Surname/ Family Name:** | | |
| **First Name(s)/Forenames:** | | |
| **Date of Birth:** | | |
| **Address:**  **Postcode:** | | |
| **Previous Addresses:**  **Post Code:** |  |  |
| **Daytime Telephone Number(s)** | | |
| **Email address:** | | |
| **I am enclosing copies of the following as proof of identity:**  Birth certificate 🞏 Driving Licence 🞏 Passport 🞏 An official letter to my address 🞏 | | |

|  |
| --- |
| **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:**  Letter of authority 🞏 Lasting or Enduring Power of Attorney 🞏  Evidence of parental responsibility 🞏 Other (give details): |

|  |  |
| --- | --- |
| **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 it may be necessary to obtain further information in order to comply with this subject access request. | |
| **Name:** | |
| **Signature:** | **Date:** |
| **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 it may be necessary to obtain further information in order to comply with this subject access request. | |
| **Name:** | |
| **Signature:** | **Date:** |

|  |
| --- |
| **Warning**  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. |

|  |
| --- |
| I wish to:  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. |