



Application for access to your personal data

Your Subject Access Rights

Subject to certain exemptions, you have a right to be told whether Royal Berkshire Fire and Rescue Service holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within one month of your request.

If you wish to exercise those rights, please complete this form carefully and follow the instructions regarding proof of identity.

Under Data Protection Legislation, in certain circumstances, Royal Berkshire Fire and Rescue Service may decide not to provide you with some personal data. For example, we are not likely to provide you with information that identifies other individuals.

Fee

There is normally no charge, however, in certain circumstances, we may charge a 'reasonable fee' for the administrative costs of complying with your request. If this is the case, we will inform you.

Proof of Identity

Royal Berkshire Fire and Rescue Service needs to be satisfied that you are who you say you are. Consequently, Section 3 (proof of identity) asks you to provide evidence of your identity and address.

Your privacy

The information supplied in connection with this application will be used for the purpose of administering this request – Please refer to our Privacy notice to understand what information we collect about you and your rights under Data Protection Legislation.



Subject Access Request Form
OFFICIAL-SENSITIVE-PERSONAL (ONCE COMPLETE)

Section 1. About Yourself (Please use block capitals and black ink)

First Name(s)

Surname

Current Address
(Including Postcode)

Telephone Number

Email address

Previous Address
(If you have lived at your
current address for less
than 3 years, please give
your previous address for
that period)



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Section 2. Personal Data Sort

To help us find any information that may be held about you, please supply as much detail below.

If your request is too broad we may need clarification, (continue on a separate sheet if you need to). To assist us, you are advised to include, where relevant, a description of the information you are looking for; timeframes or dates, how or why you have previously had contact with us, which teams or individuals you've had contact with.

How would you like to receive your subject access disclosure?

(Please select only one option)

Email

Post

Collect in person at RBFRS HQ



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Section 3. Declaration

The information, which I have supplied in this application, is correct, and I am the person to whom it relates.

Signature **Date**

Requests made by third parties acting on behalf of a data subject will be accepted, but they must be accompanied a copy of written authority from the Data Subject or written authority such as Power of Attorney (if applicable) and proof of the Data Subject's identity. Requestors who cannot provide this will be refused until such time that they can.

If you are signing this form on behalf of someone else, state who you are signing for.

I am signing on behalf of

Your full name

Please describe your relationship with the data subject that leads you to make this request on their behalf:

I confirm I am acting on behalf of the Data Subject and enclose written authority.

Signature **Date**

Warning – a person who impersonates another or attempts to impersonate another may be guilty of an offence.



Proof of Identity Documents

To help establish your identity, your application must be accompanied by one document proving identity (list 1) and two documents proving address (list 2). Originals are not required, but can be copied if presented in person.

1 Identity Documents

- current signed passport
- current photocard driving licence (full or provisional)
- national identity card (not including ID cards issued to UK citizens)
- valid old style UK driving licence

2 Address documents

- a current photocard driving licence (full or provisional)
- a valid old style UK driving licence
- current council tax demand letter or statement (no more than three months old)
- current bank or building society statement or passbook issued by a regulated financial sector firm in the UK, EU or comparable jurisdiction (we cannot accept any documents printed from the internet and they must be no more than three months old)
- utility bill (recording the company that issued the bill and date of issue. We will not accept any printed from the internet and they must be no more than three months old)
- inland revenue PAYE coding notice (P2) - current year or Inland Revenue Statement of Account - current tax year.



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Submitting your Subject Access Request

This completed form, together with proof of identity, should be returned to:

DataProtection@RBFRS.co.uk

The Information Governance Team

Royal Berkshire Fire and Rescue Service

Newsham Court

Pincents Kiln

Calcot

Reading

Berkshire

RG31 7SD

(0118) 945 2888

Should you have any questions about making a subject access request, or exercising any of your rights, you can contact the Data Protection Officer (Cath Dukes) or the Information Governance Team, who will be happy to assist you.