



NORTHAMPTONSHIRE FIRE AND RESCUE SERVICE

Subject Access Request (SAR) form - access to your information

Requesting your information

You have a right under Chapter 3, Section 45 of the Data Protection Act 2018 to be told whether Northamptonshire Fire and Rescue Service (NFRS) holds or processes any information about you and to receive a copy of that information, subject to exemptions. This type of request is known as a '**Subject Access Request**'.

Please complete this form if you wish to access the personal information about yourself which is held by NFRS.

This form asks you to provide your contact details, details of the information you are requesting and to enclose proof of identity.

Asking for information about someone else?

If you are asking for information on behalf of someone else, do not complete this form. Please contact us directly to discuss.

How we will use your information

The information you give us will only be used to progress your request and for related administrative purposes. All your information is treated with respect and in accordance with the Data Protection Act 2018.

Requests related to HR or employment records

If your request is about HR related or employment records (including Payroll and Pensions) please complete the relevant sections of this form (including all of the 'Employees only' sections) and send it to the Service Information Team via the email or postal address detailed below.

Return your completed form, enclosing all relevant information, to:

By e-mail: enquiries@northantsfire.gov.uk

By post: Service Information Team
Northamptonshire Fire and Rescue Service
Moulton Logistics Centre
Moulton Way
Northampton
NN3 6XJ



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Section 1: About you (please use block capitals)

For help with completing this form, please call 01604 797000

Full name	
Home address and post code	
Contact number	
E-mail address	
Date of birth	

Employees only - additional information required

Job title			
Work location			
Line manager			
Employee number		National insurance number	
Work telephone number			
Work e-mail address			

Section 2: The information you are requesting

Are you asking about information relating to a current service or a past service?		Current service / past service* (*delete as applicable)	
What period of time are you interested in?	Start date		End date
Address(es) when in contact with NFRS			
State any other names you are/were known by			
If you are currently in contact with NFRS, please provide the name and contact details of the person you are in contact with			



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To ensure we provide the right information, please state below exactly what information you would like us to locate for you.

If possible, please do not simply ask for "everything you hold on me". If you narrow your request to the specific information which you want, this helps us provide it to you more quickly.

If you would like a copy of a particular file/document, or information about a specific event or issue then please state this below. In addition, if you **do not** want particular information, then please let us know.

Use an additional sheet if necessary.

Employees only – in addition to the section above, please indicate the personal information you would like to access below:

Personnel record	
Manager's personal record (if record held)	
Payroll record	
Pension record	
Other (please specify)	



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Section 3: How you would like to receive the information

You have a choice of how any information which we are able to release to you is delivered to you

I would like to (tick one):

- Come in and collect my information.
- Have my information posted to my address

If you require assistance in viewing your files please provide details below:

Section 4: Proof of identity

Before we can process your request, we must establish your identity. This helps to ensure that the Service never releases information to anyone who should not have access to it. Employees will be asked to provide the proof of identity as stated in the **employees only** box below.

To help us to establish your identity, your application must be accompanied by:

- Official identification showing a photograph of yourself e.g. a current valid passport or driving licence; if this is not available, your original or certified copy birth certificate
- A utility bill or other official correspondence dated within the last three months showing your current address

Failure to provide proofs of identity will delay your application.

I enclose the following two proofs of my identity:

1

2

Please add a note here if you are unable to provide the relevant proofs. We will phone or write to you about this:



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Employees only - normally the Service Information Team, HR Advisory Team or Record Manager will need to confirm your identity before providing any data or information to you. This may include sight of your passport, a valid driving license or your biometric permit etc.

You will always be asked to bring your work photo ID pass, if asked to view your personal file or record(s). The only exception will be if you are personally known to the Record Manager or HR representative present.

Section 5: Seeking information about yourself - declaration

I wish to see my own records and enclose appropriate forms of identification together showing my name, date of birth and address.

The information I have supplied on this form is correct to the best of my knowledge.

Signed		Date	
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What next?

Please return this form and the two proofs of identity to the address on the front of this form.

We will send you an acknowledgement and, within 30 days, we will provide you with the information requested or explain why we cannot do this.