



## Northamptonshire Fire and Rescue Service

**Please ask for:** Service Information Team Leader  
**Tel:** 01604 797000  
**Our ref:**  
**Your ref:** N/A  
**Date:** 04 February 2020  
If you have any difficulty in obtaining the above telephone number please email [enquiries@northantsfire.gov.uk](mailto:enquiries@northantsfire.gov.uk).

### **Re: Request for information (our ref: NFRS2020-140-155)**

I am writing in response to your request for information under the Freedom of Information Act 2000, received 07 January 2020. Our response is provided below:

*Q1 Please can you send me a copy of the current Subject Access Request acknowledgment and the response letter that you use?*

We use a standard acknowledgement and response letter template, a screen shot of the acknowledgement is attached and the response letter is the same format as this FOI response letter.

*Q2 Please provide a copy of the last 5 Data Privacy Impact Assessments (DPIAs) completed.*

Northamptonshire Police hold a Privacy Impact Assessment (PIA) for the Unmanned Aerial System (UAS) which is jointly used with Northamptonshire Fire and Rescue Service (NFRS), to request a copy please contact [Northamptonshire Police](#).

*Q3 Please provide a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media.*

Prior to 01 January 2019, the governance of NFRS came under Northamptonshire County Council (NCC) and mandatory information governance training was provided under NCC. To request a copy of this, you can contact [NCC](#) directly. Since NFRS' governance transferred to the Office of the Police, Fire and Crime Commissioner (OPFCC), new training materials are currently being sourced.

*Q4 Please provide a copy of any instructions given to staff members to reduce data security breaches, for example double checking work.*

Guidance and instructions were part of the information governance training provided by NCC, please refer to answer provided for Q3.

*Q5 Please provide a copy of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?*

No such policies have been implemented within NFRS in the last 2 years.

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Q6 *Please can I have a copy of the risk rating that you use to evaluate data security incidents?*

We utilise the [self-assessment for data breaches tool](#) provided by the Information Commissioner's Office but are looking to develop an internal risk rating in due course.

If I can be of any further assistance please do not hesitate to contact me quoting reference NFRS2020-140-155.

Yours sincerely

Service Information Team Leader

If you are unhappy with the response, you can ask the Service to review it. To do this, please email [enquiries@northantsfire.gov.uk](mailto:enquiries@northantsfire.gov.uk) or alternatively write to the address below:

Service Information Manager  
Northamptonshire Fire and Rescue Service  
Moulton Logistics Centre  
Moulton Way  
Northampton  
NN3 6XJ

If our internal review does not resolve the issue to your complete satisfaction, you have the right to apply to the Information Commissioner for a decision at the following address:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF