



DATA PROTECTION ACT (1998) Subject Access Request Form

Please return the completed form to:

**Information Management Officer, West Yorkshire Fire and Rescue Service, Oakroyd Hall,
Birkenshaw, West Yorkshire, BD11 2DY.**

1. Details of person requesting the information

Title (Mr, Mrs etc.)		Date of Birth	
Surname/Family Name		Forename(s)	
Address			
Post Code			
Telephone Number		Mobile Number	
Email Address			

2. Are you the Data Subject? (the person to whom the requested data relates)

Yes	If you are the Data Subject please supply 2 forms of evidence of your identity i.e. Driving Licence, Passport, Birth Certificate (or photocopy) and a standard stamped addressed envelope for returning the document. (Please now go to Section 5).
No	Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed. (Please complete Sections 3 and 4).

*(*WARNING - attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act (1998)).*

3. Details of Data Subject (if different to Section 1)

Title (Mr, Mrs etc.)		Date of Birth	
Surname/Family Name		Forename(s)	
Address			
Post Code			
Telephone Number		Mobile Number	
Email Address			

4. Relationship to the Data Subject

Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.



5. Your Information Request

Please be as specific as possible in making your request, providing as much detail as you can to help us locate the information. For example, it may be helpful if you can refer to the dates and locations of events or meetings, the names of people you have spoken to before, the location of the information if known, the subject of any documents or emails, the names or authors of any messages or documents, and any relevant time periods.

6. Fee

The current fee for processing Subject Access Requests is £10.00. Please make cheques payable to West Yorkshire Fire and Rescue Service.

NOTE: The period of 40 days in which West Yorkshire Fire and Rescue Service must respond to the request under the terms of the Data Protection Act 1998 will not commence until the fee is received and the necessary identity checks have been satisfied.

7. Declaration

I certify that the information given on this request form to West Yorkshire Fire and Rescue Service is true. I understand that it is necessary for West Yorkshire Fire and Rescue Service to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature	Date
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Your Checklist:

Is your contact information correct?		Have you signed the form?	
Have you enclosed acceptable identification?		Have you completed all sections?	
Have you provided the necessary information to assist us in identifying and finding the information?			



The information that you supply with your Request for Information will be entered into a filing system and will only be accessed by authorised persons of West Yorkshire Fire & Rescue Service. The information will be retained and will be used for the purpose of (a) processing your request for information; (b) helping us to make decisions about how we handle requests for information, and (c) informing the public from time to time of the types of requests we have received and how we have responded. In the case of (c), we will NOT publicise the identity of any individual who has made a request,

All personal information will be held in accordance with the requirements of the Data Protection 1998.