



Data Subject Request Form

Your Rights

In accordance with UK Data Protection Legislation, you ('the Data Subject') have various rights in relation to any personal data that Royal Berkshire Fire and Rescue Service (RBFRS) processes about you. The 8 fundamental data subject rights are as follows:

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure (also known as the right to be forgotten);
- The right to restrict processing;
- The right to data portability;
- The right to object; and
- Rights related to automated decision making including profiling

If you wish to exercise any of those rights, please complete this form carefully and follow the instructions regarding proof of identity. You do not have to use this form in order to exercise your rights above, you can write to us separately if you wish.

We will respond to you as soon as possible and, in any event, within one month of receiving your request, unless we believe the request to be complex.

Fees

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 4](#) (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.



Section 1. About the data subject

(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)



Section 2. The request

Which right(s) do you wish to exercise?

- Access to your personal information
- Corrections to inaccurate personal information
- Object to RBFRS processing personal information
- Deletion of personal information
- Restriction of the processing of personal information
- Personal Data Portability
- Rights related to automated decision making including profiling
- I wish to complain about the way RBFRS processes (or has processed) personal data
- I wish to withdraw my previous consent for processing my personal data

Why may RBFRS be holding the Data Subject's personal data?

To help us to locate the relevant personal data and respond to your request, please tell us if you're aware how RBFRS may have collected, used, or be currently using your personal data. This may include one of the following purposes, or another reason (in which case, we'd be grateful if you could specify below):

- Safe and Well Visit
- Complaint
- Incident / emergency call out
- Survey
- Employee / former employee
- Job applicant
- Event
- Initiative / programme / project
- Other – please specify:



Detail your request

To help us find any information that may be held about you, please supply as much detail as possible below (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. It is important that we have enough detail so that we can identify the relevant information and decide how we will respond to your request.

How would you like to receive your response?
(Please select only one option)

Email

Post

Collect in person at RBFRS HQ



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.



Section 4. 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.

Please indicate which documents you will be submitting:

1 Identity Documents (one document)

- current signed passport
- current photocard driving licence (full or provisional)
- valid old style UK driving licence
- national identity card bearing a photograph of the applicant
- EEA member state identity card
- residence permit issued by the Home Office

2 Address documents (two documents)

- a current photocard driving licence (full or provisional)(if not using for identity)
- a valid old style UK driving licence (if not using for identity)
- 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 (no more than three months old)
- utility bill (recording the company that issued the bill and date of issue. No more than three months old)
- inland revenue PAYE coding notice (P2) - current year or Inland Revenue Statement of Account - current tax year.



Submitting your Request

This completed form (or details of your request), 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

Pincent's Kiln

Calcot

Reading

Berkshire

RG31 7SD

(0118) 945 2888

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

ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

-  RoyalBerksFRS
-  @RBFRSOfficial
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-  rbfrs.co.uk