**RESTRICTED – WHEN COMPLETE**

**DP2** FORM – Corporate Programme and Intelligence Section

**Please note**: This form is to be used when an external organisation is requesting personal data from LFRS. **Note:** All completed forms must be sent to the Information Governance team at SHQ.



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| **PERSONAL DATA REQUEST FORM** | |
| TO: | Information Governance team  [infogov@lancsfirerescue.org.uk](mailto:infogov@lancsfirerescue.org.uk) |

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| **REQUEST DETAILS** |
| **1. The personal / sensitive data I require relates to the following individual(s) / properties / locations:** |
|  |
| **2. Brief details of why the personal details are required:** |
|  |
| **3. I require the following information, for the following purpose(s):** |
|  |

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| **LEGAL BASIS OF REQUEST – the following section must be completed** | | |
| **We have legal powers under the following act(s) / legislation:** | | |
|  | | |
| **Under the Data Protection Act 2018 and the UK GDPR I confirm our lawful basis for the processing of this personal / special category data is as follows (tick all appropriate):** | | |
| **Personal Data - Article 6(1)** | | **TICK** |
| **(a)** | **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose (please provide a copy of that consent). |  |
| **(b)** | **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract. |  |
| **(c)** | **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations) *– based on the act(s) / legislation mentioned above* |  |
| **(d)** | **Vital interests:** the processing is necessary to protect someone’s life. |  |
| **(e)** | **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. |  |
| **(f)** | **Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks). |  |
| If you are relying on Article 6 condition (b) please provide details of the contract below, if you are relying on condition (f), please provide details of the Legitimate Interest test. | | |
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| **Where applicable – Special Category Data – Article 9(2)** | | **TICK** |
| **(a)** | **Explicit Consent** |  |
| **(b)** | **Employment, social security, and social protection** (if authorised by law) |  |
| **(c)** | **Vital interests** |  |
| **(d)** | **Not-for-profit bodies** |  |
| **(e)** | **Made public by the data subject** |  |
| **(f)** | **Legal claims or judicial acts** |  |
| **(g)** | **Reasons of substantial public interest** (with a basis in law) |  |
| **(h)** | **Health or social care** (with a basis in law) |  |
| **(i)** | **Public health** (with a basis in law) |  |
| **(j)** | **Archiving, research and statistics** (with a basis in law) |  |
| If you are relying on Article 9 conditions (b), (h), (i) or (j), you also need to meet the associated condition in UK law, set out in Part 1 of [Schedule 1 of the DPA 2018](http://www.legislation.gov.uk/ukpga/2018/12/schedule/1/enacted), please enter as relevant in the box below: | | |
|  | | |

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| I confirm that the personal data requested are needed for these purposes and that information disclosed will be processed in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA2018). The information will be held and used only for as long as this is required for the above purposes and any subsequent criminal proceedings (where relevant). | | | |
| **NAME:** |  | | |
| **POSITION:** |  | **EMAIL:** |  |
| **CONTACT NO:** |  | **DATE:** |  |
| **SIGNED:** |  | | |

For further assistance, please contact:

Knowledge and Information Officer

Corporate Programme and Intelligence

Lancashire Fire and Rescue Service

Fire Service Headquarters

Garstang Road

Fulwood

Preston

PR2 3LH

infogov@lancsfirerescue.org.uk