Notes To Assist You In Completing The ‘Application To Access Your Personal Data’ Form

If you wish to request information relating to an incident you have been directly involved in, please tick the first box in Section 2 of the application form.

If you require information from any other Lancashire Fire & Rescue Service systems, please give details in Section 2, or contact the Incident Information Team on the phone number/email address below for more assistance.

Your application must be accompanied by at least two forms of identification. Between them, they should bear a combination of your name, address, signature and date of birth (e.g. Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement, or Utility Bill). It is advised that you send photocopies of original documents – Lancashire Fire and Rescue Service cannot be held accountable for original documents lost in the post.

Original identification documents can be brought to Service Headquarters in person by prior arrangement. Please contact the Service Development Department for further information.

List any previous addresses that you have lived at in the last 3 years.

Failure to supply any of the above items will delay the processing of your application. Any original documents you supply as identification documents shall be returned to you within approximately 5 days.

If you are applying on behalf of someone else you must also enclose a signed letter from that person authorising you to act on their behalf.

Forward the completed form with the required documentation to the address shown below, or email to dp&foi@lancsfirerescue.org.uk.

Applications for information will be sent to you by Lancashire Fire and Rescue Service within one month (30 days) of receipt of your application.

LFRS will be able to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we must inform you within one month of the receipt of the request and explain why the extension is necessary.

Please note: Fire Reports by their very nature can be complex and require Quality Assurance to ensure their accuracy. LFRS may on occasions use the above mentioned extension for this purpose.

This form is created to assist you with making an application; you are under no obligation to complete this form and are entitled to make a request in writing or verbally instead if you prefer.

These notes are only a guide. The law is set out in the Data Protection Act 2018 which is available from the [Information Commissioners Officer (ICO).](http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga_20180012_en.pdf)

Please note requests for information about commercial premises, and domestic premises that are let are not considered to be your personal data and as such will be subject to a £132 fee.

If you require any further information or assistance please contact:

The Corporate Intelligence Team,

Lancashire Fire & Rescue Service,

Fire Service Headquarters

Garstang Road,

Fulwood,

Preston,

PR2 3LH

Telephone: 01772 8666810