

**Information Compliance Team
Ground Floor (South Wing)
County Hall
Martineau Lane
NORWICH
NR1 2DH**

Private and Confidential

Tel: 01603 222661

Email: @norfolk.gov.uk

Please ask for:

Our Ref:

Direct Dial:

Date:

Dear

The General Data Protection Regulations - Subject Access Request

Thank you for your email requesting copies of information held about you by Norfolk County Council. Your request was passed to me on XXX by XXX in the Fire Service.

To enable me to start your request I would be grateful if you would provide me with proof of your identity. A photocopy of the relevant page of your passport or Photo Driving Licence and a recent utilities bill would be acceptable. Please let me know if this causes any difficulties.

I am currently awaiting receipt of your files from the Fire Service. I will begin work on your request once these arrive with me.

In relation to timescales generally, the County Council has one calendar month initially to respond from the date a request becomes valid (i.e. once ID is supplied, or clarification received). The General Data Protection Regulations allow us to extend this deadline by up to two months (so up to three months in total) where requests are considered "complex or numerous"; I will contact you again once I have a better idea of the quantities involved if this will be the case.

Yours sincerely

Information Compliance Officer