



# NORTH YORKSHIRE FIRE & RESCUE SERVICE

Your reference:

My reference: CAO/GDPR/

North Yorkshire Fire & Rescue Service HQ,  
Alverton Court,  
Crosby Road,  
Northallerton,  
North Yorkshire, DL6 1FE

When telephoning please ask for:  
Joanne Hawcroft, Central Administration Office  
Manager

Tel: 01609 780150  
Fax: 01609 788520  
Email: CAO.ServiceInformation@northyorksfire.gov.uk

Insert Date

Dear ,

## **Subject Access Request –**

I refer to your recent email in which you made a request to access personal data held by North Yorkshire Fire and Rescue Service.

In response to your request, I enclose a copy of data held by North Yorkshire Fire and Rescue Service. This information has been provided in electronic (PDF) form.

In accordance with our obligations under the Data Protection Act 2018, I have provided a description of this data, the purposes for which it is processed and the recipients to whom the data may be disclosed. I have also provided information as to the source of the data.

### Description of personal data

Enclosed with this letter is

### Purposes for which personal data is processed

The data held within the **XXXX** document storage system area is processed for **XXXX** purposes.

### Recipients or classes of recipients of personal data

The documentation falling into the scope of your request has been accessed by those individuals sourcing and storing the data (**INSERT NAME OF SECTION**) and appropriate staff members who have worked on responding to your subject access request have also had access to this information (**INSERT NAME OF SECTION**).

### Source of data

We have approached (**INSERT NAME OF SECTION**) in confidence to source the information you requested as outlined in the scope of your request.

### Redaction of information

We have removed some identifying names, signatures and particulars from the data provided as we consider this necessary to protect the identity of third parties who have not provided consent for disclosure.

If you have any further queries in relation to this matter, please do not hesitate to contact me.

If you are in any way unhappy with the service you have received in relation to your request and wish to make a complaint, please contact The Complaints Officer at North Yorkshire Fire and Rescue Service. Our complaints procedure is available on our website at:  
[www.northyorksfire.gov.uk](http://www.northyorksfire.gov.uk).

If you are still not satisfied following this, you can make an appeal to the Information Commissioner who is the statutory regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF,

Telephone: 01625 545 700

<https://ico.org.uk/>

Yours sincerely



**Joanne Hawcroft**  
**Central Administration Office Manager**