



Scottish Fire and Rescue Service
West Service Delivery Area HQ
99 Bothwell Road
Hamilton ML3 0EA
www.firescotland.gov.uk

Our Ref: DPA-000???-2020
Your Ref:
Contact:
Contact No.
Email: SFRSinfogov@firescotland.gov.uk
Date:

Dear

Subject Access Request (SAR) Acknowledgement

Thank you for your subject access request received on (insert date).

Your request will be processed in accordance with the Data Protection Act 1998. The Scottish Fire and Rescue Service has 30 calendar days in which to provide you with a response.

Please note that this request has been given a unique Reference Number therefore please ensure that you quote this number in any future correspondence.

Yours sincerely

Information Governance Team
Strategic Planning, Performance and Communications