



Date as per e-mail / postmark

Shauni Jones

Ref: SAR 16460

Legal Services Department

Ambulance Headquarters
Springhill
Brindley Way
Wakefield 41 Business Park
Wakefield
WF2 0XQ

E-mail: yas.subjectaccessrequests@nhs.net

Dear Shauni Jones,

Re. SAR 16460 – Proof of identity / address

Thank you for your subject access request made to Yorkshire Ambulance Service NHS Trust, which the Trust received on 30 March 2023.

Your request relates to personal data pertaining to: **Shauni Jones** and shall be processed in accordance with Data Protection Act 2018 (living patient).

The information you have requested is as follows: Audio recording of 999 call(s).

In order to process your request, the Trust requires documentation regarding proof of identity, proof of address and, if applicable, proof of entitlement to access personal data on behalf of another person. The Trust also requires sufficient information from a requester in order to facilitate searches of its systems.

As such, the Trust requires the following from you:

- **Proof of identity** – i.e. Passport, Driving Licence.
- **Proof of address** – i.e. Utility bill, Council Tax bill, letter from an NHS organisation.
- **Proof of entitlement to access another person's data (if applicable)** – i.e. Power of Attorney (Health & Wellbeing), death certificate, grant of probate, letter of administration.
- **Written consent from the data subject (if applicable)**

Please note that until the Trust receives the necessary information as outlined above, your request will be placed on hold.

Once the Trust has received all necessary information required, it will have a calendar month to disclose copies of data held by Yorkshire Ambulance Service NHS Trust for requests made pursuant to the Data Protection Act 2018. For requests made pursuant to the Access to Health Records Act 1990, the Trust will either have 21 or 40 calendar days to disclose copies of data,
www.yas.nhs.uk



depending on the circumstances of the request. In certain circumstances, if a request is deemed to be complex, the timescale can be extended by an additional two months however the Trust will contact you within one calendar month if this is the case. Please note that this refers to requests made pursuant to the Data Protection Act 2018 only.

Useful information regarding the right of access can be located at the Information Commissioner's Office ("ICO") website at: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/>.

If you would prefer this letter in another format, such as another language, large print, Braille or audio file, please contact the Legal Services Department to discuss your requirements.

Yours sincerely,

Legal Services Department
Yorkshire Ambulance Service NHS Trust