



## REQUEST FOR PERSONAL INFORMATION SUBJECT ACCESS REQUEST (SAR)

Return Address: Humberside Fire and Rescue Service Service Headquarters Summergroves Way Hull HU4 7BB	Contact details: Corporate Assurance Email: <a href="mailto:dataprotection@humbersidefire.gov.uk">dataprotection@humbersidefire.gov.uk</a> Telephone: (01482) 565333	
	Office use only: SAR Ref No:	

### Section 1 – Your Details

Please provide the following details about yourself.

**Full Name:**

**Any Previous Names:**

**Date of Birth:**

**Address:**

**Postcode:**

**Contact Number:**

**Email:**

The details provided above will be used to communicate with you about your request. Our default communication method is email. Please indicate your preferred method for receiving your completed request:

Post ☐ Email ☐

If your request relates to information about yourself, you will need to complete **section 3**.  
If your request relates to information about someone else, you will need to complete **sections 2 and 3**.

The Service must be confident of your identity before any information can be released. The simplest way of achieving this is to provide us with two proofs of identity. This would apply to you and anyone you are requesting information on behalf of - for example a passport, driving licence.

If you are requesting your child's information you will need to supply evidence of parental responsibility e.g. your child's birth certificate.

Originals are not required, but copies must be of good quality. Copies can be sent by post or electronically to the addresses above.

## Section 2 – Other Persons Details

If different from Section 1, please provide details of the person on behalf of whom you are making the request.

**Full name:**

**Any Previous Names:**

**Date of Birth:**

**Address:**

**Postcode:**

Please explain briefly why you are requesting the information on their behalf:

I give consent for the person named in **Section 1** to request and receive my personal information as outlined on this form. I understand that the information and identification supplied will be used to locate the information requested and confirm my identity.

Consent from children under the age of 12 is not normally required - you must however provide evidence of parental responsibility.

Signed:

Date:

Print Name:

*\* Please use additional page provided if you are requesting information on behalf of more than one person*

### Section 3 – Requested Information

### Section 4 - Declaration

I have included the following with this form

☐ Evidence of identity for the applicant in Section 1

☐ If applicable, evidence of identity for anyone listed in section 2, or proof of parental responsibility if a child is under the age of 12

I confirm that the information given on this form is correct. I understand that Humberside Fire and Rescue Service has a legal obligation to use this information to locate and provide access to my personal information. This information will not be shared with any other organisation without my permission. It will be held in the UK and retained in line with the HFRS retention schedule. For more information or, for details of what to do if you are unhappy about how we deal with your request, please visit [the data protection page of the HFRS website](#).

Signed:

Date:

Print Name:

**\* Section 2 – other persons details (additional page)**

If different from section 1 please provide details of person you are requesting on behalf of.

**Full name:**

**Any Previous Names:**

**Date of Birth:**

**Address:**

**Postcode:**

Please explain briefly why you are requesting the information on their behalf:

I give consent for the person named in **Section 1** to request and receive my personal information as outlined on this form. I understand that the information and identification supplied will be used to locate the information requested and confirm my identity.

Consent from children under the age of 12 is not normally required - you must however provide evidence of parental responsibility.

Signed:

Date:

Print Name:

**Save and email form**