

## **The Right of Access (Subject Access)**



You have the right to access any personal data held about you by Cheshire Fire and Rescue Service. This right is otherwise known as 'Subject Access' and allows you to verify that the use of your personal data is lawful.

In addition to accessing your personal data, you are also entitled to receive the following supplementary information;

- The purpose for the processing;
- The legal basis (law enforcement processing only);
- The categories of personal data concerned e.g. whether you are a victim, witness, or convicted person (law enforcement only);
- Any recipients or categories of recipients to whom the personal data has been disclosed;
- The envisaged period for storage or the criteria to determine the retention;
- The existence of the other rights (rectification, erasure, restriction etc);
- The existence of the right to lodge a complaint with the ICO;
- Any available information as to the source/origin of the personal data;
- For general processing, the existence of automated decision-making, including profiling.

There are some legal exemptions, which exist to prevent disclosing information in certain circumstances. Examples include where the disclosure would prejudice:

- An official or legal inquiry, investigation or procedure;
- The prevention, detection, investigation or prosecution of criminal offences or the execution of criminal penalties;
- The protection of public security or national security; • The rights of other living individuals;
- Legal professional privilege.

# How to access your own personal data held on Cheshire Fire and Rescue Service systems

## Right of Access

### Website

If you want to know what information Cheshire Fire and Rescue Service holds about you on their local system, please provide us with enough information in order for us to identify you and a description of the information you require.

We also need to be satisfied that you are who you say you are. You must include **identification** which shows your **name**, **address**, and **date of birth** (e.g. Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement or Utility Bill).

It is advised that you supply photocopies of original documents – the Service cannot be held accountable for original documents lost in the post.



Applications should be sent to: [Data.Protection@cheshirefire.gov.uk](mailto:Data.Protection@cheshirefire.gov.uk)

*Please be aware that whilst the email will be sent to a secure network, unless you have a secure email to send the form, the delivery of the email is over an insecure connection. Cheshire Fire and Rescue Service cannot accept responsibility for any loss or interception of the email.*

Alternatively, you can telephone: 01606 868808



Please note: once we have received your completed application, the process to provide you with information **can take up to one calendar month**. One month is the statutory deadline defined by the Data Protection Act 2018 and can be extended by a further two months where requests are complex or numerous. If this is the case, we will inform you within one month of receipt of your request and explain why the extension is necessary.

## Your right to complain to the regulator

You have the right to lodge a complaint with the office of the Information Commissioner if you consider your data protection rights are infringed. The Information Commissioner's Office can be contacted via their website:

[www.ico.org.uk](http://www.ico.org.uk)