



**Gofynner am/
Please ask for:** Information Governance
and Compliance

Tel: 01443232000

E-bost/E-mail: DataProtection@southwales-fire.gov.uk

Our ref: IG000096

Dyddiad/Date: 12/05/2020

RE: Request for Information held by SWFRS

Your request ref: IG000096 has been dealt with under the Freedom of Information Act 2000.

You asked us:

1) Please can you send me a copy of the current subject access request acknowledgment AND response letter that you use

Please find attached our current Subject Access Request form, along with advisory note on disclosure of 3rd party personal data.

Exact wordings or correspondence may vary from time to time but please find sample/ guidance acknowledgement and response templates attached. Please note that we are currently in the process of reviewing all of our request and response templates.

2) A copy of the last 5 DPIAs completed

We are unable to release actual DPIAs since we believe that this might prejudice the effective conduct of public affairs (s.36) – releasing such details may impede our mechanisms to put in place effective mitigations. In some circumstances this could also have an impact directly or indirectly on National Security (s. 24) as we are a CAT 1 responder to emergency incidents.

Please find attached our Data Protection Impact Assessment template based on the Information Commissioner's template and guidance.

3) a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media

All staff receive Induction training (normally face to face) for Information Governance, signposting to further guidance and resources (such as <http://www.ico.org.uk>) on data protection. Our training materials are for internal use only and often include confidential service specific examples and personal images (s. 40) which are not appropriate to disclose.

Ffôn 01443 232000 • Ffacs 01443 232180
www.decymru-tan.gov.uk

Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

CODI YMWYBYDDIAETH - LLEIHAU PERYGL

South Wales Fire and Rescue Service Headquarters,
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

Telephone 01443 232000 • Fax 01443 232180
www.southwales-fire.gov.uk

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

RAISING AWARENESS - REDUCING RISK



SWFRS has an existing suite of data protection related online training modules however these have not been written in the last 2 years and may be subject to copyright law preventing further sharing with you.

Please note that we are currently in the process of reviewing our online data protection training.

4) A copy of any instructions given to staff members to reduce data security breaches, for example double checking work

-Please find our Policy regarding Data Breaches ISMS012 attached

-Seminars/ events-some example slides are attached regarding best practice in protecting information

5) A copy of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?

The policy is currently being developed to address all activities relating to sustainability within SWFRS and includes all our suppliers. The Welsh Government is proposing to introduce new legislation in 2020 which we will have to comply with. Our policy document will be informed by this legislation.

6) Please can I have a copy of the risk rating that you use to evaluate data security incidents?

SWFRS utilise the online tool kit set out by the Information Commissioner's Office

If you have any queries regarding your Freedom of Information request, please contact us at Dataprotection@southwales-fire.gov.uk quoting the reference number above in any future communication.

If you are dissatisfied with the way that your information request has been handled, you can request an internal review by emailing Dataprotection@southwales-fire.gov.uk

UPDATE COVID-19: Information Requests

We are kindly asking that any data protection correspondence come to Information Governance & Compliance via email, as due to Government advice many of our support staff are working flexibly and we may not be in receipt of physical post as normal. SWFRS anticipates that it may take us longer than 20 working days to complete Freedom of Information Requests and Subject Access Requests. The Information Commissioner recognises that there might be delays as our services and resources may be being utilised in slightly different ways, under the current unprecedented circumstances. At current, we are no longer accepting physical postal cheques, however we can accept BACs payments for items that carry a fee (such as IRS Reports and Interviews, where appropriate following standard procedure and charges).



We would like to thank you for your patience at this time.

If you remain dissatisfied with the handling of your request, you have the right to appeal to the Information Commissioner at:

Information Commissioner's Office-Wales,
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH.

There is no charge for making an appeal.

Yours Faithfully

Information Governance and Compliance

Dataprotection@southwales-fire.gov.uk

Pencadlys Gwasanaeth Tân ac Achub De Cymru,
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

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