



OFFICIAL PRIVATE & CONFIDENTIAL

DATE

ADDRESS

By hand/ Post

Dear XXXXXX

Ref: XXXXXX

I refer to your request for:

XXXXXX

In accordance with current Data Protection legislation, an individual is, under their Right of Access, only entitled to information identifying *and* relating to them.

You may therefore find that some parts have been redacted. Unless otherwise stated, this will be information relating to 3rd parties or information which does not constitute your personal data.

Some 3rd party details have been left in – for example where it relates to a senior employee of SWFRS, or a medical expert acting in a professional capacity. The information removed will relate to admin staff, people no longer employed by the service and/or individuals whose status we do not know.

I believe that this concludes your request for information.

If you have any queries regarding your Subject Access 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 writing to:



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Information Governance and Compliance Officer
South Wales Fire and Rescue Service
Forest View Business Park
Llantrisant
CF72 8LX

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.

Kind regards,

Information Governance & Compliance