

Mr.P. J [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Date:

Mr.C.Kenny

Chief Fire Officer

Lancashire Fire & Rescue Service Headquarters

Garstang Road Fulwood

Preston PR2 3LH

Data Protection Act 1998 – My Subject Data

Dear Sir,

1. I am aware of the Information Commissioner's recent determination in respect of the LFRS -v- FSV Mr.RR.B [REDACTED] and the retention and release of subject data, commonly known as Personal Record Files, and I wish to exercise my rights in law re-affirmed by the Commissioner's decision.
2. I am a former serving Officer and currently a Member of the LFRS Firefighters Pension Scheme.
3. I append for your information my discharge rank and regimental number and for further proof of identity I append a photocopy of the relevant page of my current Passport which includes my photograph which I would be obliged if you will destroy when my identity is confirmed.
4. I wish to exercise my lawful rights under Section 7 of the above Act which requires you, upon request and the payment of the Statutory fee payment(currently £10.0), to provide me with a full and unabridged copy of all my subject data including my Personal Record Files within the Statutory period.
5. I append a cheque to the value of £10.0 made payable to the LFRS.
6. Please acknowledge receipt of my application and provide me with a receipt for my Statutory payment.
7. Whilst my application has been delivered in the first instance (by hand)(recorded delivery) to you I would be obliged if you would continue to communicate with me using my email address....

Yours etc

CC County Councillor F.De Molfetta Chairman Combined Fire Authority
francesco.demolfetta@lancashire.gov.uk

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF
Addressed FAO Mr.Naveed Malik (Lead Case Officer),
casework@ico.org.uk
Contact number 01625 545 822.

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FOIA PRF.

Sat 17/10/2015 14:22

Hi Paul,

Thanks for your information regarding my PRF. Lancs have had my request now for 20 working days without any acknowledgement or reply, although they have cashed the cheque that I sent.

We are in the [REDACTED] at the moment so its difficult to contact them but as you suggested we asked for all future communication to be through email.

L [REDACTED] email is accepting emails here but will not send them, that is why I am using the above email address to contact you.

I believe that I have to wait for 40 working days. I will keep you informed.

Best regards

P [REDACTED].

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From: L [REDACTED] J [REDACTED]

Sent: 04 January 2016 11:06

To: SHQ - Hutchinson, Jayne

Cc: 'Mr Naveed Malik'; Demolfetta, Francesco - cllr

Subject: Data Protection Act 1998 - P [REDACTED] R [REDACTED] J [REDACTED] (Subject Data Request)

Jane

I refer to our telephone conversation this morning at 0930 3 January 2016 regarding my request for the release of my PRF file, which was made by me on the 18 September 2015.

You have stated to me, that you have no knowledge of the application that was made on the above date, even though it was sent recorded delivery with my identification (passport page) enclosed. The statutory fee of £10 was enclosed in the form of a cheque and my bank has confirmed that this was subsequently cashed by the LFRS on 2 October 2015.

I also requested in the application, that at acknowledgement be sent to my provided email address and a receipt for the £10 fee. I did not receive either an acknowledgement nor a receipt.

I understand that you are making enquiries to find out what has happened to my request, since its receipt by the LFRS.

As you are aware, the statutory time period for the release of my PRF is 40 working days from receipt of my request, which has now been well exceeded.

I look forward to your immediate response and to the release of my PRF file.

Also, as you stated on the telephone this morning, I look forward to a further telephone call from you later today, with the result of your enquiries.

Regards

P [REDACTED] J [REDACTED]

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From: SHQ - Hutchinson, Jayne

Sent: 04 January 2016 14:01

To: 'L [REDACTED] J [REDACTED]'

Cc: 'Mr Naveed Malik'; Demolfetta, Francesco - cllr

Subject: RE: Data Protection Act 1998 - P [REDACTED] R [REDACTED] J [REDACTED] (Subject Data Request)

P [REDACTED]

As discussed this morning I was not personally aware of your request for a copy of your personal file. I can only apologise for this as there appears to have been a breakdown in communication. I now have a copy of your request and have asked for your personal file to be returned from our archivist so that I can arrange for you to receive a copy as a matter of urgency.

Regards

Jayne Hutchinson

Human Resources Manager

Tel: 01772 866959

Mobile: 07795494556

Fax: 01772 866847

Email: jaynehutchinson@lancsfirerescue.org.uk

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From: L [REDACTED] J [REDACTED]

Sent: 04 January 2016 17:01

To: 'Paul P Burns'

Subject: FW: Data Protection Act 1998 - P [REDACTED] R [REDACTED] J [REDACTED] (Subject Data Request)

Paul

This is a copy of my email to Jayne Hutchinson and the subsequent responses today, that have also been forwarded to The Information Commissioner's Office and Francesco Demolfetta for their information.

Regards

P [REDACTED]

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From: L J
Sent: 04 January 2016 16:42
To: 'casework@ico.org.uk'; 'francesco.demolfetta@lancashire.gov.uk'
Subject: FW: Data Protection Act 1998 - P R J (Subject Data Request)

FOR YOUR INFORMATION. Copy of reply received today from Lancashire Fire and Rescue Service in respect of Data Subject Request reminder.

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From: L J
Sent: 04 January 2016 16:39
To: 'SHQ - Hutchinson, Jayne'
Subject: RE: Data Protection Act 1998 - P R J (Subject Data Request)

Jane

Thank you for that. I look forward to hearing from you as soon as you retrieve the PRF.

Please contact me by email at that time, in order for me to make arrangements for collection or delivery.

Regards

P J

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From: [Jayne SHQ - Hutchinson](#) >

Hide

To: [L J](#) >

Cc: [Mr Naveed Malik](#) > [Francesco - cllr Demolfetta](#) > [Lindsey SHQ - Johnston](#) >

RE: Data Protection Act 1998 - P R J (Subject Data Request)

Today at 10:25 AM

P

I write to advise you that a copy of your file is now ready for collection if you would like to make appropriate arrangements to collect.

I will be out of the office for the majority of Thursday but should be available most of Friday on the numbers below.

If you would like to make arrangements to collect in my absence please contact Lindsey Johnston (Office Manager, Human Resources) on [01772 866843](tel:01772866843) or at lindseyjohnston@lancsfirerescue.org.uk

Regards

Jayne Hutchinson

Human Resources Manager

Tel: [01772 866959](tel:01772866959)

Mobile: [07795494556](tel:07795494556)

Fax: [01772 866847](tel:01772866847)

Email: jaynehutchinson@lancsfirerescue.org.uk

www.lancsfirerescue.org.uk

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From: p [redacted].pj
Sent: 13 January 2016 20:38
To: Paul Burns
Subject: Fwd: Personal file

Hi Paul,

Just received the email confirming that my personal file is ready to be picked up, I have sent a copy to you on an attachment with this email. I will send you a separate email giving you authorisation to receive the file from the HR department at BHQ.

We are in the [redacted] at the moment and will not be back until the [redacted] but you can contact me on this email address.

Regards

P [redacted].

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Pick up of PRF

Wed 13/01/2016 21:00

Thanks for the information Jayne, I can't get to HQ at the moment, so I have nominated Mr Paul Burns to collect the copy of my PRF on my behalf. I have given him a note of authorisation to produce for you.

Regards

P [redacted] R. J [redacted]

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Hi Jayne,

Yes the email was sent by me on [redacted] as I am in the [redacted] at the moment and [redacted] will receive emails but will not process or send them.

I have sent a note of authorisation to Mr Burns I can't send utility bills or photographs but I'm sure you know what he looks like. He is keeping the file as a favour to me.

Regards,

P [redacted] J [redacted]

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Sent: Thu 14/01/2016 15:48

To: Paul Burns

This is the latest email from Jayne Hutchinson. I would take plenty of photographic identity with you Paul, as if not, it will give them a reason to hold on to the file.

Good luck

P [REDACTED]

----- Original message -----

From: "SHQ - Hutchinson, Jayne"

Date: 14/01/2016 10:31 am (GMT-05:00)

To: P [REDACTED] J [REDACTED]

Subject: Re: Pick up of PRF

Paul

It is not your identification that I need to verify. Anyone collecting the file will need to bring their own photographic ID and utility bill to verify their identification. If you let Mr Burns know this I would appreciate it. I haven't met Mr Burns do can't verify his identity and to ensure we follow audit requirements I'm sure you'll understand that we can't hand to file out without appropriate checks.

Failing that I can post out 1st class to your home address.

Regards

Jayne

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On 14 Jan 2016, at 14:05, P [REDACTED] J [REDACTED] wrote:

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From: [REDACTED]
Sent: 13 January 2016 20:50
To: Paul Burns
Subject: Authorisation to receive PRF of P [REDACTED] J [REDACTED]

This letter gives permission to Mr Paul Burns to receive, on my behalf, the copy of my personal file from the H.R. department of Lancashire County Fire and Rescue Service.

P [REDACTED] R. J [REDACTED].

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AT NO POINT DID HUTCHINSON RAISE A QUERY THAT SHE WOULD REQUIRE A PERSONALLY SIGNED AUTHORISATION FROM FSV-PJ HIS IDENTITY HAVING BEEN ESTABLISHED AT THE RECEIPT OF HIS APPLICATION STAGE AND HE HAVING IDENTIFIED HIMSELF AS THE SOURCE OF RELEVANT EMAILS WITH HUTCHINSON.

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FW: Authorisation to receive PRF of P [REDACTED] J [REDACTED] [REDACTED]

Thu 14/01/2016 12:17

To: 10-LFRS J. Hutchinson

From: Paul Burns

CC 05-P [REDACTED] J [REDACTED]

Ms. Hutchinson,

I will be in attendance at SHQ tomorrow Friday 15th January 2016 at 14:00hrs to take receipt from you of Mr. J [REDACTED]'s PRF.

Attached is my letter of authorisation from him.

Please acknowledge...

Yours Truly,

Paul P Burns GIFireE

7, Kings Drive, Preston Lancs PR2 3HN United Kingdom.

From: p [REDACTED] 485.pj [REDACTED]

Sent: 13 January 2016 20:50

To: Paul Burns

Subject: Authorisation to receive PRF of P [REDACTED] J [REDACTED]

This letter gives permission to Mr Paul Burns to receive, on my behalf, the copy of my personal file from the H.R. department of Lancashire County Fire and Rescue Service.

P [REDACTED] R. J [REDACTED].

Sent with auto response and manual Read Certificates

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Read: FW: Authorisation to receive PRF of P [REDACTED] J [REDACTED] [REDACTED]

Sent: Thu 14/01/2016 12:39

Your message

To: SHQ - Hutchinson, Jayne

Subject: FW: Authorisation to receive PRF of P [REDACTED] J [REDACTED]

Sent: 14 January 2016 12:17:01 (UTC) Dublin, Edinburgh, Lisbon, London

was read on 14 January 2016 12:38:36 (UTC) Dublin, Edinburgh, Lisbon, London.

On 14 Jan 2016, at 14:05, P [REDACTED] J [REDACTED] wrote:

Hi Jayne,

Yes the email was sent by me on [REDACTED] as I am in the [REDACTED] at the moment and [REDACTED] will receive emails but will not process or send them.

I have sent a note of authorisation to Mr Burns I can't send utility bills or photographs but I'm sure you know what he looks like. He is keeping the file as a favour to me.

Regards,

P [REDACTED] J [REDACTED].

From: p [REDACTED] j [REDACTED].pj

Sent: 13 January 2016 20:50

To: Paul Burns

Subject: Authorisation to receive PRF of P [REDACTED] J [REDACTED] [REDACTED]

This letter gives permission to Mr Paul Burns to receive, on my behalf, the copy of my personal file from the H.R. department of Lancashire County Fire and Rescue Service.

P [REDACTED] R. J [REDACTED].

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From: SHQ - Hutchinson, Jayne [mailto:JayneHutchinson@lancsfirerescue.org.uk]

Sent: 14 January 2016 12:46

To: Paul P Burns

Subject: Re: Authorisation to receive PRF of P [REDACTED] J [REDACTED] [REDACTED]

Mr Burns

I acknowledge receipt of your email. 2pm tomorrow is suitable. Please contact Mr J [REDACTED] before tomorrow to confirm the forms of identification that you will be required to bring with you to confirm identity.

I am not in the office this afternoon, but cannot see the authorisation letter to attached to this email. If you could also bring a copy of the authorisation letter with you that would be appreciated.

Regards

Jayne Hutchinson

Sent from my iPhone