



Please ask for: Lee Gardiner  
 Direct Line: 01772 866903  
 Email: leegardiner@lancsfirerescue.org.uk  
 Your Ref:  
 Our Ref: LG/SAR [redacted]  
 Date: 9 November 2010

Dear Mr [redacted]

**Subject Access Request**

I am writing further to your letter of 21 October 2010 where you requested a copy of your PRF, complete.

We are treating your correspondence as a subject access request under Section 7 of the Data Protection Act 1998.

In order for us to process your request please send us a cheque for £10.00 made payable to Lancashire Combined Fire Authority along with proof of your identity such as a copy of your passport or driving licence. Once in receipt of the fee and identity documentation we will begin the process of locating your information.

Please note that a subject access request does not allow access to all information held in your personnel file and associated records such as pension files. You are only entitled to receive information which constitutes personal data. For information held to constitute personal data an individual must be the focus of that information.

Please note that as your request for information is a request under Section 7 of the Data Protection Act we have 40 days from receipt of your fee and proof of identity in which to respond to you.

Should you have any queries with regards to this letter or require any additional information, please contact me on the details listed

Yours sincerely,

Lee Gardiner  
 Data Protection & Freedom of Information Officer

**Headquarters**

Lancashire Fire & Rescue Service  
 Garstang Road, Fulwood  
 Preston  
 PR2 3LH

