



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

Tel: 01443232000

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

Our ref: 178_1920

Dyddiad/Date: 20/09/2019

RE: Request for Information held by SWFRS

Your request ref: 178_1920 has been dealt with under the Freedom of Information Act 2000.

You asked us:

Could you please confirm how many subject access requests we as a Service have had previously regarding disciplinary and grievance processes and how many of these have been refused?

Information Governance and Compliance have checked records of Subject Access Requests made over a period of 17/18, 18/19 and 19/20 (to date of request made 30.08.19). We can confirm that we have not had any other requests specifically asking for information around disciplinary or grievances however, due to the nature of requests this type of information may or may not be released as part of overall requests. (e.g. a request for “everything relating to me”) At current, we do not collect information in this broken down format (please note we are not required to ask the reasons for a SAR being made) however we can confirm that no subject access request (over the specified time period) has been refused to our knowledge in whole however redactions are routinely made where relevant for example to remove third party data or information which does not constitute the individual requestor’s personal data (which would need to both identify and relate to them).

Without extensively looking into each Subject Access Request, we are unfortunately unable to give a definitive number on which requests may or may not include information regarding or referring to any disciplinary or grievance procedure (s). Under Section 17 of the Freedom of Information Act 2000, SWFRS are obliged to let you know the reason for not providing information. The effort to undertake this activity would likely take SWFRS over the time/cost limit of 18 hours (section 12 FOIA), therefore we are unfortunately unable to progress your request any further and this acts as a refusal notice.

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

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



If you'd like to narrow your request, put in another request or have any queries please contact dataprotection@southwales-fire.gov.uk

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 writing to:

Information Governance and Compliance Manager
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.

Yours Faithfully

Information Governance and Compliance

Dataprotection@southwales-fire.gov.uk