(NAME)

(ADDRESS)

(DATE)

Dear (RECIPIENT’S NAME)

(RECIPIENT’S ADDRESS)

(Your Ref Number)

**Subject Access Request**

Dear Sir/Madam,

I am requesting that you supply me with a complete list of any personal data that you hold on me. You should be aware that personal data can be held in written information; e-mails, electronic documents, photographs, CCTV images, telephone conversations and also include recorded opinions about or intentions regarding myself.

Additionally, where there has been any event which has required any manual intervention by any member of your staff or any other person, I require full disclosure of any notes which have either caused or resulted in that manual intervention in relation to my account.

If you are unable to supply the information in relation to manual intervention, due to you stating there has been no such manual intervention, then please be kind enough to confirm this in your response to this request.

This is my request to access ALL the data held by you and any other company associated with yourselves, about myself. You should be fully aware of the statutory obligations under the Data Protection Act 2018 and that any failure to comply with this request, will result in a contravention of the above Act.

Please note, the Data Protection Law requires you to respond to a ‘Request For Personal Data' within one calendar month. If you do not normally deal with these requests, please pass this letter to your data protection officer or relevant staff member.

If you need advice on dealing with this request, the Information Commissioner’s Office can assist you. The website is www.ico.org.uk, or they can be contacted on 0303 123 1113.

Yours sincerely

(YOUR NAME)