

Subject Access Request – [Your Full Name]

[Your Full Name]

[Your Address]

[Your Email Address]

[Your Phone Number]

[Today's Date]

To:

The Data Protection Officer / Relevant Contact

[Organisation Name]

[Organisation Address]

[Email address of DPO or general contact]

Subject: Subject Access Request – [Your Full Name]

Dear [Sir/Madam or Specific Contact Name],

I am writing to request access to the personal data that your organisation holds about me, pursuant to Article 15 of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Please provide the following:

1. Confirmation that you are processing my personal data.
2. A copy of all personal data you hold about me, including any emails, records, documents, or internal notes.
3. Details of:
 - The purposes for which my data is being processed;
 - The categories of personal data concerned;

- The recipients or categories of recipients to whom the personal data has been or will be disclosed;
- The envisaged storage period, or if not possible, the criteria used to determine that period;
- The source of the data (if not collected directly from me);
- The existence of any automated decision-making or profiling and meaningful information about the logic involved and consequences.

Where possible, I would like to receive this information in electronic format (e.g. PDF or Word) sent to the email address provided above.

To help identify my records, here are some relevant details:

- [Any reference number, account ID, customer number, or context of interaction with the organisation]
- [Include any additional details such as dates of contact, branch visited, services used, etc.]

Please note that under the UK GDPR, you are required to respond within one month of receipt of this request.

If you require any more information to confirm my identity or process this request, please let me know as soon as possible.

Thank you for your assistance. I look forward to your response.

Yours faithfully,

[Your Name]