

Subject Access Response – Provision of Information Requested

[Note: This response has been drafted in letter format. If the request has been made by email you must respond by email unless the data subject has requested you respond in a different format]

[Name and address of individual making request]

[Date of this response]

Dear **[insert name of individual]**

Thank you for your [letter **OR** email **OR** telephone call] requesting access to your personal data, which we received on **[insert date]**.

You will recall you asked for **[confirm what precisely was requested]**.

You [also] asked us to confirm whether [your personal data **AND/OR** **[insert details of any specific request]**] is being processed by us or on our behalf. I confirm that we are processing [that] personal data relating to you [falling within the following descriptions: **[insert a description of the personal data of which that individual is the data subject]**].

A copy of the relevant information is enclosed. **[include if required]**

As your request was made by email and you did not specify the format in which you would like to receive your personal data, we have provided this in electronic format.

OR

The data you have requested is provided in **[insert format]**[in accordance with your request **OR** because it [is not possible **AND/OR** would involve disproportionate effort] to provide the information in permanent form].

AND

Further information regarding how we use your data including if it is shared with third parties, how long it is retained for and your rights in relation to this data can be found in our privacy policy available at **[insert link] OR [attach hard copy to this letter] [If some of the information is contained in a short form privacy notice and privacy policy then replicate a copy of the privacy notice here and the privacy policy / attach a copy of the privacy policy]**.

If you have any concerns about the way that **[name of organisation]** is handling your information then please write to us at **[details of your Data Protection Officer or relevant person or department]** providing as much information as possible about your concerns and including all necessary evidence and we will do our best to try and resolve your information rights concern. This is in addition to your right to contact the Information Commissioners Office if you are unsatisfied with our response to any issues you raise at <https://ico.org.uk/concerns> or call 0303 123 1113.

Please do not hesitate to contact me if you would like to discuss any of the matters referred to above.

Yours sincerely

[insert name]