

(Name and address of Organisation)

(Your name and full postal address)

(Your contact number)

(Your email address)

(The date)

Dear Sir or Madam

Subject access request

(Include your full name and other relevant details to help identify you).

Please supply the personal data you hold about me, which I am entitled to receive under data protection law, held in:

(Give the specific details of where to search for the personal data you want, for example:

- Personnel file.
- Emails between person A and person B with a date range
- The CCTV camera situated at Location XX on a specified 'date and time range' when you believe the data was captured.)

If you need any further information, please let me know as soon as possible.

(If relevant state how you would like to receive the data – specific electronic format or printed)

It may be helpful for you to know that data protection law requires you to respond to my request for personal data within one calendar month.

If you do not normally deal with these types of 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. Its website is www.ico.org.uk or you can contact the office on 0303 123 1113.

Yours faithfully

(Signature)

General Advice for making a subject access request.

- clearly label for your request (eg use 'subject access request' as your email subject line or a heading for your letter);
- the date of your request;
- your name (including any aliases, if relevant);

- any other information used by the organisation to identify or distinguish you from other individuals (eg customer account number or employee number);
- your up-to-date contact details;
- a comprehensive list of what personal data you want to access, based on what you need;
- any details, relevant dates, or search criteria that will help the organisation identify what you want; and
- how you would like to receive the information (e.g. by email or printed out).

Don't include:

- other information with your request, such as details about a wider customer service complaint;
- a request for all the information the organisation holds on you, unless that is what you want (if an organisation holds a lot of information about you, it could take them longer to respond, or make it more difficult for you to locate the specific information you need in their response); or
- threatening or offensive language.

The draft letter above is to help you formulate your request, those elements in italics and underlined are the sections of the letter where you add the details about your subject access request.

This advice is based on that which can be found on the Information Commissioners website as is the draft subject access request letter.