

SUBJECT ACCESS REQUEST LETTER

To: _____

Address: _____

From: _____

Full Name: _____

Address: _____

Email: _____

Telephone: _____

Subject: Subject Access Request under the UK Data Protection Act 2018 and GDPR

Dear Data Protection Officer, I am writing to you to formally request access to all personal data that your organisation holds about me, pursuant to my rights under the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). This request covers all information processed by your organisation regardless of the format in which it is held.

Details of the Personal Data Requested:

Please provide me with a copy of all personal data you hold relating to me, including but not limited to: identification data, contact details, correspondence, records of processing activities, profiling data, and any other personal information processed by your organisation.

Purpose of Processing and Data Sources:

Please include details of the purposes for which my personal data is processed, the categories of personal data concerned, and the recipients or categories of recipients to whom the personal data has been or will be disclosed, including recipients in third countries or international organisations.

Additional Information Required:

In addition to the personal data itself, please provide me with the following information as required under Article 15 of the UK GDPR:

- The purposes of processing;
- The categories of personal data concerned;
- The recipients or categories of recipients to whom the personal data have been or will be disclosed;
- The envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- The existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- The right to lodge a complaint with the Information Commissioner's Office (ICO);
- Where the personal data are not collected from me, any available information as to their source;
- The existence of automated decision-making, including profiling, and meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for me.

Identity Verification:

To assist you with verifying my identity and to facilitate your compliance with this request, I have enclosed copies of acceptable identification documents such as a valid passport or driving licence, alongside proof of my current address.

Request for Confirmation and Response Time:

Please acknowledge receipt of this Subject Access Request promptly and provide me with the requested information within the statutory timeframe of one month, in accordance with the Data Protection Act 2018 and the UK GDPR. If you require any further information or clarification to process this request, please let me know as soon as possible.

Contact for Correspondence:

Please send all correspondence relating to this request to the above address or email. If you prefer, you may contact me by telephone at the number provided above.

Legal Rights and Remedies:

I understand that under the Data Protection Act 2018 and the UK GDPR, you are legally obligated to comply with this request unless exemptions apply. If you fail to comply or refuse my request, I reserve the right to lodge a complaint with the Information Commissioner's Office (ICO) or seek judicial remedies.

Declaration:

I declare that the information I have provided is true and accurate to the best of my knowledge. I understand that it is an offence to knowingly make a false or misleading request under the Data Protection Act 2018.

REQUESTER'S SIGNATURE

DATE

Signature: _____

Date: _____

Original source of this document:

<https://legaltemplates-uk.com/subject-access-request-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.