

[REQUESTER NAME]

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [REQUESTER]

Your data subject access request

I write to acknowledge receipt of your data subject access request [and the copy of your [driving licence **OR** passport **OR** IDENTIFY DOCUMENT] as confirmation of your identity] which we received on [DATE].

EITHER

[We intend to respond to your request as soon as possible but will respond at the latest within one month from the date of receipt referred to above.

OR

[ORGANISATION] processes a large amount of information about you and it is not clear from your request what information you are asking for. [While we have not been able to search fully at this stage, we anticipate that there may be some [NUMBER] emails and [NUMBER] documents to review.] To enable us to best deal with your request we need you to specify the information or processing activities that your request relates to. Please provide the following details about the information that you want to receive: [SET OUT REQUIRED INFORMATION SUCH AS THE CONTEXT IN WHICH THE ORGANISATION MAY HAVE PROCESSED INFORMATION, THE LIKELY DATES OF IT BEING PROCESSED AND IDENTITIES OF PARTIES INVOLVED IN PROCESSING].

[We need you to respond by [DATE] [because SET OUT REASONS].]

The time for [ORGANISATION] to respond to your request will now be paused and will restart from the date that we receive your response [when we will contact you again to advise when we will be able to provide a detailed response to your request].

OR

Your request is complex for the following reasons [SET OUT REASONS].

We will endeavour to respond to your request as quickly as possible and in any event within three months of the receipt of your request.]

[In the meantime, please find enclosed a copy of [ORGANISATION]'s privacy notice which sets out the types of information we hold about you, how we process that information and your rights in relation to that information.]

[DATA PRIVACY OFFICER **OR** DATA PROTECTION MANAGER **OR** IDENTITY] will be responsible for overseeing the response to your request. If you have any questions about your request or the content of this letter, please contact them [PROVIDE CONTACT DETAILS].

Yours sincerely,

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[NAME OF SENDER]