

[REQUESTER'S NAME]

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [DATA SUBJECT]

**Response to your data subject access request**

We write further to your subject access request [and our acknowledgment letter of [DATE]].

Enclosed with this letter are copies of personal data relating to you.

[Further to your request to us dated [DATE], we can provide the following details which may enable you to determine whether you wish to make a subject access request relating to a particular matter.

**Your rights in connection with personal data**

You may be interested to know of certain rights that you have in connection with your personal data. In particular, you have the right to correct the personal data that we hold about you or restrict the processing of your personal data under certain circumstances. You may also, under certain circumstances, have the right to object to the processing or to request erasure of your personal data. [These rights are set out in the enclosed copy of the privacy notice [which was previously provided to you [INSERT DETAILS].]

Additionally, [as also explained in the privacy notice,] you have the right to make a complaint to the Information Commissioner's Office (ICO) which is an independent body whose role is to uphold information rights. For further information, see the ICO website at <https://ico.org.uk/make-a-complaint/>.

We can confirm the following in respect of the data existing on the date your request was made:

**1. THE PURPOSES FOR WHICH THE PERSONAL DATA IS PROCESSED**

- [LIST OF PURPOSES]

**2. THE CATEGORIES OF PERSONAL DATA CONCERNED**

- [LIST OF CATEGORIES OF PERSONAL DATA]

**3. THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL DATA HAS OR MAY HAVE BEEN DISCLOSED**

- [LIST OF RECIPIENTS (BY NAME OR GENERIC CLASS) TO WHOM DATA DISCLOSED]

**4. THE PERIOD FOR WHICH PERSONAL DATA WILL BE STORED OR CRITERIA USED TO DETERMINE THAT PERIOD**

- [LIST OF CATEGORIES OF DATA AND PERIOD STORED OR CRITERIA USED TO DETERMINE THAT PERIOD]

**5. ANY INFORMATION AVAILABLE TO THE UNITED REFORMED CHURCH/THE UNITED REFORMED CHURCH TRUST ON THE SOURCE OF THE DATA**

- **[IDENTIFY SOURCES OF DATA HELD]**

[Some names and identifying particulars have been deleted to protect the identity of third parties.]

**6. [SOME PERSONAL DATA HAS BEEN OMITTED FOR THE FOLLOWING REASONS:]**

- [It is subject to legal privilege.]
- [It consists of a confidential reference given by us for employment purposes.]
- [It consists of records of intentions in relation to negotiations between us and you, disclosure of which we consider would be likely to prejudice those negotiations.]
- [It consists of health records and we consider that disclosure would be likely to cause serious harm to another person.]]

We have done our best to respond to your request and hope that you have found our approach helpful. You will see that when providing copies of personal data, we have sometimes gone beyond what is required in that not all the information provided, strictly speaking, constitutes personal data relating to you.

Please do not hesitate to contact us if you have any questions about the contents of this letter.

Yours sincerely,

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[NAME OF SENDER]