

[Your full address]
[Phone number]
[The date]

[Name and address of the organisation]

Dear Sir or Madam

Subject access request

[Your full name and address and any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the Data Protection Act 1998 relating to: [give specific details of the information you want, for example

- my personnel file
- emails between 'person A' and 'person B' (from 1 June 2017 to 1 Sept 2017)
- payments to Mercy Corps with bank account details etc
- CCTV camera situated at ('location E') on 23 May 2017 between 11am and 5pm

If you need any more data from me, please let me know as soon as possible. It may be helpful for you to know that data protection law requires you to respond to a request for data within one calendar month.

If you do not normally deal with these 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 it can be contacted on 0303 123 1113.

Yours faithfully
[Signature]