

[Print on one side of the paper or insert Address]

<<Individual's Name>>

<<Address>>

<<Address>>

<<Postcode>>

<<Date>>

Dear << >>

## Acknowledgement of Access Request

Thank you for your submitting your request for access to your personal data by communication e.g. form or email>> received your request on <<insert date>>.

Having given initial consideration to your request, we have decided that your request is complex and will involve looking extensively at a number of files and other documents. [In addition, <<state other reasons that the request is complex>> the data is held in a number of locations>>].

[The Company is prepared to consider a fee of <<£amount>>, which should be reasonable for payment>>. This amount reflects the administration costs of responding to your request, including providing this information to you. The company will respond to you within three months of receiving this fee]. [Additionally, because it will be time consuming to process your request, we shall have to extend the time scale for response to your request, we shall have to respond as soon as possible and, at the latest, will respond within three months of receiving this fee].

Please do not hesitate to contact the Data Protection Officer>> if you have any questions about your request.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>