

[Print on company letterhead or insert Address]

<<Individual's Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear << >>

Acknowledgment of Access Request

Thank you for your submitting your request for access to your personal information via the communication e.g. form or email>> We received your request on <<insert date>>.

In order to respond to your request, we need to collect the following specific information in order to locate the requested information required e.g. approximate dates of emails, details of sender and recipient.

OR

[confirmation of your identity. e.g. a copy of your driving licence or passport].

Please provide the above information so that the Company can respond to your request. The one-month period we are required to respond to your request will not start to run until we have received the above information.

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>>