

[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 (communication e.g. form or email)>> received your request on <<insert date>>.

Having given initial consideration to your request, we are pleased to inform you that your request is complex and will involve looking extensively at a number of documents 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 contribute towards the costs of your request if you are willing to provide a fee of <<£amount>>, which should be reasonable for payment>>. This amount reflects the administration costs of providing this information to you. The company will respond to you once we have received this fee]. [Additionally, because] Because it will be time consuming to process your request, we shall have to extend the time scale for response. We will respond as soon as possible and, at the latest, will respond within three months.

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

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>