

[Print 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 (communication e.g. form or email) and for making a request for your personal information. We received your request on <<insert date>>.

In order to respond to your request, we need to locate the requested information. Please provide the following specific information in order to locate the requested information required e.g. approximate dates of emails, details of sender/receiver.

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. We are required to respond to your request within one month. The one-month request will not start to run until we have received the necessary 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 Name>>

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