

## Writing a subject access request

Tips before you start writing a subject access request:

- Be as clear as possible about what information you want to see.
- If you're finding it difficult, get a trusted friend or adult to write it with you or read it through.

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### Subject access request email or letter template

Fill in the blank spaces below with as much detail as possible. We've given more information about how to write your email or letter in the square brackets.

**To:** \_\_\_\_\_ [this will be their personal email address, or the service's]

**Subject line:** Subject Access Request

**Date:** [if you're writing a letter on paper, remember to include today's date]

Dear [put their name if you know it, or the name of the service],

I would like a copy of the following personal data that you hold about me, and which I have a right to view under the Data Protection Act 2018:

[Include a list of all the information you want. This might be very specific, for example, all emails from person A to person B. It could be more general, for example, all information you held about me from July 2019 to July 2020.]

If you need any further information from me, please let me know as soon as possible. I would like you to contact me by \_\_\_\_\_ [tell them the contact method that's best for you, like phone, email or post].

I would prefer if you sent me a copy of my data in \_\_\_\_\_ format. [In the blank space, you can say whether you want to receive your information in 'a printed' or 'an electronic' format]

I would like to remind you that data protection law requires you to respond to my request within one month.

Please can you confirm that you have received and read this request?

Thank you,

[write your name here]