

[Name of the organisation
Address of the organisation]

Date

Dear Sir or Madam

Request for disclosure of my records

My name is and I live at

I enclose a photocopy of my [insert form of proof of identity – for example photocard driving license, passport, utility bill].

I would like to make a subject access request under the General Data Protection Regulations 2018 for:

[List the records you would like to see. For example:

- copies of my social care records;
- all emails that you hold about me from 01/01/2004 to the present;
- all of my medical records held by Dr at [insert name of hospital or doctor's surgery].....]

[Under the GDPR I would like to be informed of the following information:

- confirmation that you are processing my personal data
- the purpose and legal basis of the processing;
- the categories of my personal data you are processing;
- the recipients or categories of recipient to whom the personal data have been or will be disclosed;
- the period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- the existence of my right to request that you correct (rectification) or destroy (erasure) any personal data that you hold about me;
- my right to lodge a complaint with the Information Commissioner;
- where the personal data has not been collected from me, any available information as to where the data has been collected.]

If you need any more information from me, or a fee, please let me know as soon as possible.

It may be helpful for you to know that a request for information under the GDPR must be responded to within one calendar month,

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer.

Yours faithfully

[Signature

Name

Address

Telephone number and/or email address]