

[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 data protection law 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].....]

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

It may be helpful for you to know that a request for information under data protection law 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]