

[Printed name] [Address]

<<insert recipient name>>
<<address>>
<<address>>
<<post code>>

<<insert date>>

Dear <<insert recipient name>>

Your Data Subject Access Request <<insert number>>]

[I am writing to confirm our receipt of your subject access request by <<insert means of communication>>, received on <<insert date>>. Your request has been assigned the following reference. Please refer to this reference for all future correspondence: <<insert number>>.]

OR

[Thank you for your data subject access request. For your [additional information] <<insert date>>.]

Based upon the information you have provided, <<insert company name>> is able to confirm that we do not hold or process any data about you or that relates to you.

Personal data held by us in order to process your request (i.e. your name, contact details, and address) will be deleted or otherwise disposed of within <<insert period>> of the date of this letter]. [If you wish to make a further subject access request [in the future] **OR** [after this time], please make a new request. We will be happy to enable you to identify you will be able to provide you with the data relating to this request.

Please do not hesitate to contact us at <<insert contact details>> position (e.g. Data Protection Officer) at <<insert contact details>> for any questions.

Yours sincerely,

<<insert name and title>>
For and on behalf of <<insert company name>>