The Data Protection Officer

INSERT ADDRESS

INSERT DATE

Dear Sir/Madam

Data subject access request under the General Data Protection Regulation

I wish to make a data subject access request pursuant to section 15 of the General Data Protection Regulation.

**SCOPE OF THE REQUEST**

This is a general request that relates to any and **all** personal data processed by or on behalf of NAME OF COMPANY, its members, directors, consultants, employees, officers, agents and otherwise in relation to me including documents that have been exchanged electronically (this also captures SMS, Instant Messenger, WhatsApp etc).

**NAME VARIATIONS**

Please conduct a search based on my full name, INSERT NAME and its variations such as INSERT INITIALS, NICKNAMES etc and any other variations of my name by which I am known or referred to as.

**RELEVANT PERIOD**

There is no requirement under the GDPR to confine any request to a specified relevant time period however please search for data from INSERT DATE up until and including the date on which you comply with this request.

**THE SEARCH**

This data should include all items listed below but I specifically request that you conduct a search and provide copies of personal data relating to the following matters:

1. All emails between employees of NAME OF COMPANY during the relevant period but particularly to/from/between INSERT NAMES OF ANY SPECIFIC INDIVIDUALS.

If there are employees who have left you are still required to provide data created by them where there is information relevant to me which was exchanged by/between/among these employees and me.

1. All emails sent to or from NAME OF COMPANY by any individuals employed by or acting on behalf of NAME OF COMPANY in relation to my employment.
2. Any and all documents, attendance notes and emails relating to me including in particular minutes of meetings with or about me including all minutes of meetings and transcripts of interviews with other employees.
3. For the entirety of my employment (i.e. not limited to the relevant period) a copy of my HR/personnel file and any emails or other data pertaining to it but not physically stored within it.

**LOCATING THE PERSONAL DATA**

I understand that a number of individuals may process or have processed my personal data. Some of the data processed will be held in the form of sent and received emails and word-processed documents. Presumably these can be easily identified through the use of search tools.

Please ask those listed above whether any of them are aware of others who are likely to have exchanged emails containing personal data relating to me. If so, please identify who those others are and search the emails of anyone identified as well as those individuals mentioned above.

I remind you that deleted but technically recoverable data falls within the scope of this request. You are therefore required to search the hard drives of those persons mentioned in this request, and those of any others to whom they have sent emails and documents.

**INFORMATION TO SUPPLY**

Once you have identified personal data within the scope of this request, please provide a copy of the information constituting personal data and also:

1. Provide a description of the data and the categories of personal data concerned;
2. Explain the purposes for which the data is processed;
3. Identify the source or sources of the data;
4. Set out to whom the data has been disclosed or may be disclosed.
5. Set out, where possible, the envisaged period for which the data will be stored and the criteria used to determine that period; and
6. State whether there has been any automated decision-making using the data, including profiling, and if so, any meaningful information about how it was based, as well as the significance and the envisaged consequences for me of such processing.

**LITIGATION DEFENCE**

In anticipation of any resistance on your part to provide the information detailed in this letter, I remind you that the Information Commissioner’s Office does not accept the view that personal data is exempt from disclosure where the subject matter relates to legal proceedings already underway or in contemplation. The ICO specifically rejects the proposition in Durant v Financial Services Authority and other recent case law suggesting that data controllers may refuse to comply with a subject access request in such circumstances.

There is therefore no legitimate reason why the information requested in this letter should not be provided and trust that a reference to the ICO will not be necessary.

**DEADLINE**

I look forward to hearing from you in relation to the above no later than one calendar month from the date of this letter which is the statutory deadline for compliance.

Yours sincerely

INSERT NAME