

"[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection Subject Access Request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request we asked the following to search their records for personal data relating to you:

- [List who was asked]

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

With regard to the personal data you requested further information is set out below:-

- (a) Purposes of the processing;
- (b) Categories of personal data concerned;
- (c) Recipients or categories of recipients to whom personal data has been or will be disclosed.
- (d) The envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- (e) You have the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- (f) You have the right to lodge a complaint with the Information Commissioners Office ("ICO");
- (g) The source of the data;

The personal data you have been given belongs to the Council (or to.....). Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

[.....]

Clerk to the Council