

Subject Access Request (UK GDPR & Data Protection Act 2018)

Date: 13 September 2025 | Jurisdiction: England & Wales

From (Your details):

Name: Address: Postcode: Email: Telephone:

To (Recipient details):

Name/Company: Address: Postcode: Email: Reference (Order/Account/Policy No.):

Re:

Subject/Issue: Key dates: Reference numbers:

I am exercising my right of access. Please provide a copy of my personal data you hold, including the purposes of processing, categories of data, recipients, retention periods, and source of data.

Please also provide copies of relevant emails, call notes, and decision records that reference my name or identifiers provided.

I enclose proof of identity. Please respond within one month as required by the UK GDPR.

Yours faithfully,

Signed: _____

Name: