

[YOUR_NAME]

[YOUR_ADDRESS_LINE_1]

[YOUR_ADDRESS_LINE_2]

[YOUR_CITY]

[YOUR_POSTCODE]

[YOUR_EMAIL]

[YOUR_PHONE]

[DATE]

The Data Protection Officer

[SUPERMARKET_NAME]

[SUPERMARKET_HEAD_OFFICE_ADDRESS]

[SUPERMARKET_CITY]

[SUPERMARKET_POSTCODE]

Dear Data Protection Officer,

FINAL 7-DAY NOTICE BEFORE COMMENCING COURT PROCEEDINGS

Original Request Reference: [SAR_NUMBER]

14-Day Reminder Reference: [SAR_NUMBER]-14

Final Notice Reference: [SAR_NUMBER]-7

LAST OPPORTUNITY TO AVOID LEGAL ACTION

This letter constitutes my final notice before I commence legal proceedings in the County Court and file a formal complaint with the Information Commissioner's Office.

COMPLETE HISTORY OF NON-COMPLIANCE

Your organisation has had numerous opportunities to comply with my legitimate Subject Access Request:

[ORIGINAL_SAR_DATE] - I submitted a formal Subject Access Request pursuant to Article 15 of the UK General Data Protection Regulation (UK GDPR) and Section 45 of the Data Protection Act 2018. My request specifically concerned biometric data and facial recognition processing undertaken by your organisation.

Statutory response deadline passed - You were legally required to respond within one calendar month under UK GDPR Article 12(3). You failed to meet this obligation.

[14_DAY_REMINDER_DATE] - I issued a 14-day reminder notice, providing you with further opportunity to comply and avoid enforcement action.

[DATE] - Despite all previous correspondence and opportunities, you have persistently failed to respond, requiring this final 7-day notice before legal proceedings.

Your sustained non-compliance represents a serious and deliberate breach of data protection legislation.

DATA SUBJECT INFORMATION

Full Legal Name: [YOUR_NAME]

Date of Birth: [YOUR_DOB]

Residential Address: [YOUR_FULL_ADDRESS]

Email Address: [YOUR_EMAIL]

Contact Telephone: [YOUR_PHONE]

FINAL SEVEN DAY PERIOD

This is your absolute final opportunity to comply voluntarily.

You have 7 days from receipt of this letter to provide a complete and satisfactory response to my Subject Access Request.

If you fail to respond within 7 days, I will immediately commence legal proceedings and regulatory complaints without any further notice or correspondence.

LEGAL ACTION TO COMMENCE IN 7 DAYS

If you do not comply within the 7-day period, I will immediately take the following actions:

1. COUNTY COURT CLAIM

I will file a claim in the County Court under Section 167 and Section 168 of the Data Protection Act 2018, seeking:

Compensation for distress suffered: £1,000.00

Court filing fee: £70.00

TOTAL CLAIM AMOUNT: £1,070.00

In addition to the above, I will seek:

- A court order compelling you to comply with my Subject Access Request
- Full recovery of all legal costs, expenses, and disbursements incurred
- Statutory interest at 8% per annum on all judgment sums
- Any additional costs incurred in enforcing the judgment or recovering monies owed

2. INFORMATION COMMISSIONER'S OFFICE COMPLAINT

I will file a comprehensive formal complaint with the ICO providing:

- Complete documentation of your initial failure to respond
- Evidence of your failure to respond to my 14-day reminder
- Evidence of your failure to respond to this final notice

- Detailed account of the distress and inconvenience caused
- Request for formal investigation and enforcement action against your organisation

3. COURT ORDERS AND REMEDIES

Through the County Court, I will seek:

- Mandatory order requiring immediate compliance with my Subject Access Request
- Award of £1,000 compensation for distress and anxiety caused
- Award of £70 court fee
- Award of all legal costs on an indemnity basis
- Statutory interest on all sums awarded
- Such further or other relief as the court deems appropriate

JUSTIFICATION FOR £1,000 COMPENSATION CLAIM

Your persistent breach of data protection law has caused me substantial distress:

- Significant anxiety about how my sensitive biometric data is being processed, stored, and potentially misused
- Serious concern about unauthorised access to or sharing of my facial recognition data with third parties
- Distress regarding your organisation's apparent lack of transparency and accountability
- Mental anguish caused by being denied my fundamental legal rights
- Considerable time, effort, and frustration expended pursuing this matter
- Erosion of trust and confidence in your organisation's data protection practices
- Concern that my special category data is not being adequately protected
- Fear that my biometric data may be retained indefinitely without legal justification

LEGAL BASIS FOR COMPENSATION

Section 168 of the Data Protection Act 2018 provides:

"An individual who suffers damage as a result of a contravention of this Act is entitled to compensation for that damage from the controller or the processor."

The Act explicitly confirms that "damage" includes both material damage and distress.

Your failure to comply with UK GDPR Article 12(3) is a clear contravention entitling me to compensation for the distress caused.

COUNTY COURT PROCEDURE

Once I file my claim:

1. The County Court will issue proceedings and serve claim papers on your registered office

2. You will have 14 days from service to file an acknowledgment of service
3. You will then have a limited period to file a full defence
4. If you fail to acknowledge or defend, judgment will be entered against you in default for the full amount plus costs
5. If you file a defence, the matter will be allocated to a hearing track
6. You will be required to attend court and justify your non-compliance before a judge
7. The court will determine liability and quantum of damages
8. Judgment will be entered and you will be required to pay within a specified timeframe

ICO REGULATORY POWERS

The Information Commissioner's Office possesses extensive enforcement powers to address serious breaches:

- **Enforcement Notices** - Legally binding orders requiring specific compliance actions within set timeframes, breach of which is a criminal offence
- **Assessment Notices** - Powers to conduct compulsory audits and inspections of all data processing activities
- **Financial Penalties** - Administrative fines up to £17.5 million or 4% of total annual worldwide turnover, whichever is the greater sum
- **Criminal Prosecution** - Power to prosecute individuals and organisations for knowing or reckless breaches
- **Public censure** - Publication of enforcement actions causing serious reputational damage

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline: 0303 123 1113 Website: www.ico.org.uk

COMPLETE INFORMATION REQUIRED WITHIN 7 DAYS

To avoid all legal and regulatory action, you must provide within 7 days:

- All biometric data processed about me, including facial recognition templates, biometric identifiers, facial geometry data, and all algorithmically-derived representations
- Complete and comprehensive processing logs, audit trails, and metadata documenting all instances of data capture and processing
- Full technical specifications of all facial recognition systems deployed, including vendor details, system capabilities, and processing methodologies
- Detailed information about processing purposes and legal justifications
- Your lawful basis for processing under Article 6 UK GDPR and your special category condition under Article 9 UK GDPR
- Complete data retention policies, schedules, and deletion procedures

- Full disclosure of all third-party recipients, processors, and data sharing arrangements
- Copies of all Data Protection Impact Assessments conducted
- Comprehensive documentation of all my data subject rights including rights to object, erasure, restriction, and portability

Provide all information electronically via email to the address shown above within 7 days of receiving this notice.

FINAL WARNING - NO FURTHER COMMUNICATION

This is your last opportunity to resolve this matter without court involvement and regulatory intervention.

If you provide a complete response within 7 days: I will consider the matter fully resolved and take no further action.

If you fail to provide a complete response within 7 days: I will immediately file my County Court claim and ICO complaint without any further warning or communication.

There will be no additional notices, reminders, or opportunities to comply.

REFERENCE DOCUMENTS ENCLOSED

For your convenience and reference, I enclose copies of:

- My original Subject Access Request dated [ORIGINAL_SAR_DATE]
- My 14-day reminder notice dated [14_DAY_REMINDER_DATE]

Time is of the essence. I require your immediate and complete compliance within the 7-day period.

Yours sincerely,

[YOUR_NAME]

This 7-Day Final Notice template was created using guidelines from the Information Commissioner's Office (ICO) and was obtained from an open source document. You have the full right to duplicate, distribute, modify, and use this template for any purpose without restriction.

Open Source Repository: [https://github.com/\[YOUR-USERNAME\]/uk-sar-templates-biometric-data](https://github.com/[YOUR-USERNAME]/uk-sar-templates-biometric-data)

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