

[YOUR\_NAME]

[YOUR\_ADDRESS\_LINE\_1]

[YOUR\_ADDRESS\_LINE\_2]

[YOUR\_CITY]

[YOUR\_POSTCODE]

[YOUR\_EMAIL]

[YOUR\_PHONE]

[DATE]

Data Protection Officer

[SUPERMARKET\_NAME]

[SUPERMARKET\_HEAD\_OFFICE\_ADDRESS]

[SUPERMARKET\_CITY]

[SUPERMARKET\_POSTCODE]

Dear Sir or Madam,

**14-DAY REMINDER: SUBJECT ACCESS REQUEST - BIOMETRIC DATA**

Original SAR Reference: [SAR\_NUMBER]

Reminder Reference: [SAR\_NUMBER]-14

**ORIGINAL REQUEST**

On [ORIGINAL\_SAR\_DATE], I submitted a Subject Access Request under Article 15 of the UK General Data Protection Regulation (UK GDPR) and Section 45 of the Data Protection Act 2018, requesting access to my personal data, specifically my biometric data relating to facial recognition processing.

Under UK GDPR Article 12(3), you are required to respond to a Subject Access Request without undue delay and at the latest within one month of receipt.

As of today's date, more than 30 days have passed since my original request, and I have not received a response from your organisation.

**MY DETAILS**

Full Name: [YOUR\_NAME]

Date of Birth: [YOUR\_DOB]

Address: [YOUR\_FULL\_ADDRESS]

Email: [YOUR\_EMAIL]

Telephone: [YOUR\_PHONE]

**REMINDER NOTICE**

This letter serves as a formal 14-day reminder that you are in breach of your obligations under UK GDPR. I require you to respond to my Subject Access Request within 14 days of receiving this reminder.

If I do not receive a full and complete response within 14 days, I will be compelled to:

1. Send a final 7-day notice;
2. Report your non-compliance to the Information Commissioner's Office (ICO);
3. Consider legal action to enforce my rights under the UK GDPR.

### **INFORMATION COMMISSIONER'S OFFICE**

I remind you that failure to comply with a Subject Access Request is a breach of data protection law. The ICO has the power to:

- Issue enforcement notices;
- Conduct audits of your data processing;
- Impose significant financial penalties.

The ICO can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Telephone: 0303 123 1113 Website: [www.ico.org.uk](http://www.ico.org.uk)

### **REQUIRED ACTION**

Please provide the information requested in my original Subject Access Request dated [ORIGINAL\_SAR\_DATE] within 14 days of receipt of this reminder.

I expect to receive:

- All biometric data you hold about me;
- Details of your facial recognition systems;
- Information about data retention and third-party sharing;
- Documentation of your legal basis for processing my special category data.

Please send the information electronically to my email address provided above, or contact me immediately if there are any issues preventing you from complying with this request.

### **COPY OF ORIGINAL REQUEST**

For your convenience, I enclose a copy of my original Subject Access Request dated [ORIGINAL\_SAR\_DATE].

I trust you will treat this matter with the urgency it requires and respond within the 14-day timeframe.

Yours faithfully,

[YOUR\_NAME]

---

This 14-Day Reminder 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)

Template Version: 1.0

Last Updated: December 2025