

[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/Madam,

REMINDER: OVERDUE SUBJECT ACCESS REQUEST - 14 DAYS TO RESPOND

Original SAR Number: [SAR_NUMBER]

Reminder Number: [SAR_NUMBER]-14

ORIGINAL REQUEST DETAILS

I am writing regarding my Subject Access Request submitted to your organisation on [ORIGINAL_SAR_DATE].

This request was made under my rights pursuant to Article 15 of the UK General Data Protection Regulation (UK GDPR) and Section 45 of the Data Protection Act 2018, specifically concerning biometric data collected through facial recognition systems.

More than one calendar month has elapsed since my original request, and I have not received any response from your organisation.

MY IDENTIFICATION

Name in Full: [YOUR_NAME]

Date of Birth: [YOUR_DOB]

Current Address: [YOUR_FULL_ADDRESS]

Email Contact: [YOUR_EMAIL]

Telephone Contact: [YOUR_PHONE]

LEGAL OBLIGATION

Article 12(3) of UK GDPR stipulates that data controllers must provide information requested under a Subject Access Request without undue delay and within one month of receipt.

Your organisation is currently in breach of this statutory obligation.

This reminder provides you with 14 days from the date of this letter to comply with my original request and fulfil your legal duties under UK GDPR.

WHAT YOU MUST PROVIDE

I require a complete response to my Subject Access Request, including:

- All biometric data you hold about me, including facial recognition templates;
- Records of when and where my biometric data was captured;
- Information about your facial recognition technology systems;
- Your legal justification for processing my special category biometric data;
- Details of data retention periods and any third-party recipients;
- Full documentation of my data subject rights.

Please provide this information electronically via email to the address shown above.

FAILURE TO COMPLY

If I do not receive a satisfactory response within 14 days, I will have no option but to:

1. Issue a final 7-day notice warning of impending legal action;
2. Report your breach to the Information Commissioner's Office;
3. Commence legal proceedings to enforce my rights and seek appropriate remedies;
4. Claim compensation for any distress or inconvenience caused by your failure to comply.

INFORMATION COMMISSIONER'S OFFICE CONTACT

Should it become necessary to escalate this matter, I will contact:

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

Helpline: 0303 123 1113 Website: www.ico.org.uk

The ICO has the authority to issue enforcement notices and impose financial penalties for breaches of data protection legislation.

ENCLOSED DOCUMENTS

I have enclosed a copy of my original Subject Access Request for your convenience.

I anticipate receiving your full response within 14 days of this reminder.

Regards,

[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

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