

[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,

**FORMAL 14-DAY REMINDER: FAILURE TO RESPOND TO SUBJECT ACCESS REQUEST**

Original Request Reference: [SAR\_NUMBER]

Reminder Notice Reference: [SAR\_NUMBER]-14

**SUMMARY OF PREVIOUS REQUEST**

On [ORIGINAL\_SAR\_DATE], I exercised my right of access under Article 15 of the UK General Data Protection Regulation (UK GDPR) and Section 45 of the Data Protection Act 2018.

My Subject Access Request specifically sought information regarding biometric data and facial recognition processing conducted by your organisation.

Despite the statutory obligation to respond within one calendar month, I have received no communication from your organisation regarding my request.

**DATA SUBJECT DETAILS**

Full Legal Name: [YOUR\_NAME]

Date of Birth: [YOUR\_DOB]

Residential Address: [YOUR\_FULL\_ADDRESS]

Email Address: [YOUR\_EMAIL]

Contact Telephone: [YOUR\_PHONE]

**FORMAL REMINDER NOTICE**

This letter constitutes formal notice that your organisation remains in breach of UK data protection legislation.

You are hereby given 14 days from the date of this letter to provide a complete response to my Subject Access Request dated [ORIGINAL\_SAR\_DATE].

This is the final opportunity for voluntary compliance before I initiate formal enforcement measures.

### **INFORMATION TO BE PROVIDED**

Your response must include:

- All biometric data held about me, including facial recognition templates, biometric identifiers, and derived data;
- Visual records including CCTV footage, photographs, or video recordings capturing my image;
- Processing logs and records detailing when and where my data was captured;
- Full technical and operational details of facial recognition systems deployed;
- Your lawful basis under Article 6 UK GDPR and special category condition under Article 9 UK GDPR;
- Data retention schedules and records of third-party data sharing;
- Complete documentation of my data subject rights.

Please provide this information in electronic format (PDF or Word document) via email.

### **CONSEQUENCES OF NON-COMPLIANCE**

Should you fail to respond within this 14-day period, I will immediately:

1. Issue a final 7-day notice advising of imminent legal proceedings;
2. File a comprehensive complaint with the Information Commissioner's Office;
3. Commence legal proceedings to enforce my rights under UK GDPR;
4. Seek compensation for distress, inconvenience, and any financial losses;
5. Pursue recovery of all legal costs incurred.

### **ICO ENFORCEMENT POWERS**

I draw your attention to the significant enforcement powers available to the Information Commissioner's Office:

- Enforcement notices with binding legal requirements;
- Assessment notices requiring audits of data processing practices;
- Financial penalties of up to £17.5 million or 4% of worldwide annual turnover;
- Public statements and reputational consequences.

The ICO treats failures to respond to Subject Access Requests as serious breaches requiring regulatory intervention.

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

### **ATTACHED DOCUMENTATION**

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

I require your full compliance within 14 days of receipt of this reminder notice.

Yours sincerely,

[YOUR\_NAME]

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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