

[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]

To Whom It May Concern,

RE: 14-DAY REMINDER - OUTSTANDING SUBJECT ACCESS REQUEST

Original Reference: [SAR_NUMBER]
Reminder Reference: [SAR_NUMBER]-14

BACKGROUND

I submitted a Subject Access Request to your organisation on [ORIGINAL_SAR_DATE], 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 related to biometric data and facial recognition processing carried out by your organisation.

To date, I have not received any response to my request, despite the statutory requirement to respond within one calendar month.

REQUESTOR DETAILS

Name: [YOUR_NAME]
Date of Birth: [YOUR_DOB]
Full Address: [YOUR_FULL_ADDRESS]
Email Address: [YOUR_EMAIL]
Contact Number: [YOUR_PHONE]

FORMAL REMINDER

This letter constitutes a formal 14-day reminder of your outstanding obligations under UK GDPR.

You are currently in breach of data protection legislation by failing to respond to my Subject Access Request within the required timeframe.

I am writing to give you one further opportunity to comply with my request before I escalate this matter to the Information Commissioner's Office and consider legal proceedings.

You have 14 days from receipt of this letter to provide a full and complete response to my original request.

CONSEQUENCES OF CONTINUED NON-COMPLIANCE

Should you fail to respond within this 14-day period, I will take the following actions:

1. Issue a final 7-day notice before legal action;
2. File a formal complaint with the Information Commissioner's Office;
3. Pursue legal remedies available to me under UK GDPR, including potential compensation claims;
4. Seek recovery of any costs incurred in enforcing my rights.

ICO ENFORCEMENT POWERS

I wish to draw your attention to the powers available to the Information Commissioner's Office in cases of non-compliance:

- Enforcement notices requiring specific actions;
- Assessment notices to audit your data processing practices;
- Financial penalties of up to £17.5 million or 4% of global annual turnover, whichever is higher.

The ICO takes non-compliance with Subject Access Requests very seriously.

WHAT I REQUIRE FROM YOU

Please provide a complete response to my original Subject Access Request dated [ORIGINAL_SAR_DATE], including:

- All biometric and facial recognition data held about me;
- Details of processing systems and purposes;
- Information about retention periods and third-party sharing;
- Your legal basis for processing my special category biometric data.

Please send your response electronically to the email address provided above within 14 days.

ORIGINAL REQUEST ENCLOSED

A copy of my original Subject Access Request is enclosed for your reference.

I expect your prompt attention to this matter.

Yours sincerely,

[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