

[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,

**14-DAY COMPLIANCE NOTICE: SUBJECT ACCESS REQUEST BREACH**

SAR Reference Number: [SAR\_NUMBER]

Reminder Reference Number: [SAR\_NUMBER]-14

**OUTSTANDING REQUEST**

I refer to my Subject Access Request dated [ORIGINAL\_SAR\_DATE], made pursuant to Article 15 of the UK General Data Protection Regulation (UK GDPR) and Section 45 of the Data Protection Act 2018.

My request concerned access to personal data held by your organisation, specifically biometric data relating to facial recognition processing undertaken at your premises.

The statutory one-month response period has expired, and I have received no acknowledgment or response from your organisation.

**SUBJECT INFORMATION**

Complete Name: [YOUR\_NAME]

Birth Date: [YOUR\_DOB]

Postal Address: [YOUR\_FULL\_ADDRESS]

Electronic Mail: [YOUR\_EMAIL]

Telephone Number: [YOUR\_PHONE]

**BREACH NOTIFICATION**

Your failure to respond within the statutory timeframe constitutes a clear breach of UK GDPR Article 12(3).

This reminder formally notifies you that you have 14 days from receipt of this letter to provide a full and complete response to my Subject Access Request.

This is your penultimate opportunity to comply before I commence formal enforcement procedures.

## **RESPONSE REQUIREMENTS**

Within 14 days, you must provide:

- Complete records of all biometric data processed about me;
- Details of facial recognition systems deployed, including technology providers;
- Processing records showing when and where data was captured;
- Your legal basis under Article 6 and Article 9 condition for processing special category data;
- Information about retention periods and third-party data sharing;
- Documentation of my rights including objection, erasure, and restriction of processing.

Please deliver this information electronically to my email address provided above.

## **ESCALATION PROCESS**

Failure to respond within the 14-day period will result in the following actions:

1. Issuance of a final 7-day notice before commencement of legal proceedings;
2. Formal complaint to the Information Commissioner's Office documenting your non-compliance;
3. Legal action through the appropriate courts to enforce my data protection rights;
4. Claims for compensation for distress and any losses incurred due to your breach.

## **REGULATORY AUTHORITY**

The Information Commissioner's Office oversees compliance with UK data protection legislation and has powers including:

- Enforcement notices requiring specific compliance actions;
- Audits and assessments of data processing operations;
- Financial penalties up to £17.5 million or 4% of annual global turnover, whichever is greater.

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)

## **REFERENCE DOCUMENTS**

A copy of my original Subject Access Request dated [ORIGINAL\_SAR\_DATE] is enclosed for your reference.

I expect this matter to be resolved within the 14-day timeframe specified.

Yours faithfully,

[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

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