

[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,

SUBJECT ACCESS REQUEST: BIOMETRIC AND PERSONAL DATA

Request Reference: [SAR_NUMBER]

I am exercising 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.

IDENTIFICATION DETAILS

Name in Full: [YOUR_NAME]

Date of Birth: [YOUR_DOB]

Current Address: [YOUR_FULL_ADDRESS]

Email Contact: [YOUR_EMAIL]

Telephone Contact: [YOUR_PHONE]

Membership Number (if held): [WILLOUGHBY_PIX_BUSTERS_NUMBER]

PERSONAL DATA SOUGHT

I require access to all personal data held about me by your organisation, with specific reference to:

1. Any biometric data including facial templates, facial recognition data, biometric signatures, or mathematical representations of my facial characteristics;
2. Visual records including photographs, video footage, CCTV images, or any captured visual representation;

3. Processing records showing dates, times, and locations where my biometric data was captured or processed;
4. Details of facial recognition systems deployed, including technology providers and purposes for which my data is processed;
5. Data retention periods applicable to my biometric information;
6. Information regarding third parties who have received or accessed my biometric data;
7. Your lawful basis for processing under Article 6 UK GDPR and your Article 9 condition for processing my special category biometric data;
8. Data Protection Impact Assessments relating to your use of facial recognition technology;
9. Details of all my rights in relation to this data processing.

STORE ATTENDANCE RECORDS

I visited your store(s) as detailed below, during which times my biometric data may have been captured:

Visit Record 1:

Store: [STORE_NAME_1]

Date of Attendance: [VISIT_DATE_1]

Time of Attendance: [VISIT_TIME_1]

Receipt Number: [RECEIPT_NUMBER_1]

Till Identifier: [TILL_NUMBER_1]

Visit Record 2:

Store: [STORE_NAME_2]

Date of Attendance: [VISIT_DATE_2]

Time of Attendance: [VISIT_TIME_2]

Receipt Number: [RECEIPT_NUMBER_2]

Till Identifier: [TILL_NUMBER_2]

Visit Record 3:

Store: [STORE_NAME_3]

Date of Attendance: [VISIT_DATE_3]

Time of Attendance: [VISIT_TIME_3]

Receipt Number: [RECEIPT_NUMBER_3]

Till Identifier: [TILL_NUMBER_3]

PROOF OF IDENTITY

Pursuant to UK GDPR Article 12 requirements, I enclose a Certificate of Identity certified by [SOLICITOR_NAME], a qualified solicitor of [SOLICITOR_FIRM]. This certificate verifies my identity and residential address in accordance with professional standards, and is recognised by the Information Commissioner's Office as suitable verification for Subject Access Requests.

RESPONSE EXPECTATIONS

Article 12(3) of UK GDPR requires you to provide the information requested without undue delay and within one calendar month of receiving this request.

I request that the information be provided in electronic format (PDF or Word document preferred) to the email address shown above. If this is not feasible, please contact me to discuss alternatives.

No charge should be applied for this information in accordance with UK GDPR Article 12(5).

Please contact me if you require any further details to process this request.

I look forward to your response within the prescribed timeframe.

Regards,

[YOUR_NAME]

This Subject Access Request 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