

[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: FINAL 7-DAY NOTICE BEFORE LEGAL PROCEEDINGS**

Original Reference: [SAR\_NUMBER]

14-Day Reminder Reference: [SAR\_NUMBER]-14

Final Notice Reference: [SAR\_NUMBER]-7

**FINAL OPPORTUNITY TO COMPLY**

This letter constitutes my final communication before I commence legal proceedings against your organisation for breach of data protection legislation.

**PREVIOUS CORRESPONDENCE**

Despite multiple attempts to obtain a response to my Subject Access Request, your organisation has persistently failed to comply:

1. [ORIGINAL\_SAR\_DATE] - Subject Access Request submitted under Article 15 UK GDPR
2. [14\_DAY\_Reminder\_DATE] - 14-day reminder issued
3. [DATE] - This final 7-day notice

Your continued failure to respond is a serious breach of UK GDPR Article 12(3) and demonstrates a disregard for your statutory obligations.

**REQUESTOR INFORMATION**

Name: [YOUR\_NAME]

Date of Birth: [YOUR\_DOB]

Full Address: [YOUR\_FULL\_ADDRESS]

Email Address: [YOUR\_EMAIL]

Contact Number: [YOUR\_PHONE]

## **SEVEN DAY DEADLINE**

You have 7 days from the date of this letter to provide a full and complete response to my Subject Access Request.

Failure to respond within this final 7-day period will result in immediate legal action without any further warning or correspondence.

## **LEGAL PROCEEDINGS TO BE INITIATED**

If you fail to comply within 7 days, I will immediately:

### **1. FILE A COUNTY COURT CLAIM**

I will issue proceedings under Section 167 and Section 168 of the Data Protection Act 2018, claiming:

- **Compensation for distress:** £1,000.00
- **Court issue fee:** £70.00
- **Total amount claimed:** £1,070.00

Additional costs may be claimed for legal expenses incurred in pursuing this matter.

### **2. REPORT TO THE INFORMATION COMMISSIONER'S OFFICE**

I will file a comprehensive complaint with the ICO detailing:

- Your failure to respond to my initial request within the statutory period
- Your failure to respond to my 14-day reminder
- Your failure to respond to this final 7-day notice
- The pattern of non-compliance and disregard for data protection obligations

### **3. SEEK COURT ORDERS**

I will ask the court to:

- Order you to comply with my Subject Access Request
- Award compensation for the distress caused
- Award costs incurred in bringing the claim
- Apply interest to any judgment awarded

## **GROUND FOR COMPENSATION CLAIM**

Your persistent non-compliance has caused me significant distress and inconvenience:

- Concern about how my sensitive biometric data is being processed and potentially misused
- Anxiety about who may have access to my facial recognition data
- Frustration and time wasted pursuing my legitimate rights
- Loss of trust in your organisation's data protection practices
- Mental distress caused by your disregard for my legal rights

## **STATUTORY RIGHT TO COMPENSATION**

Section 168 of the Data Protection Act 2018 provides that individuals are entitled to compensation for distress caused by breaches of data protection legislation.

Your failure to respond to a Subject Access Request constitutes such a breach, entitling me to claim compensation.

## **COURT PROCEDURE**

The County Court Money Claims Centre will process my claim.

You will be served with court papers and required to file a defence within 14 days of service.

If you fail to defend the claim, judgment will be entered against you by default for the full amount plus interest and costs.

## **ICO ENFORCEMENT ACTION**

In addition to my civil claim, the ICO has extensive enforcement powers including:

- Enforcement notices requiring compliance with specific actions
- Assessment notices to conduct audits of your data processing
- Financial penalties up to £17.5 million or 4% of annual global turnover
- Criminal prosecution for serious breaches

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

## **INFORMATION TO BE PROVIDED**

To avoid legal action, you must provide within 7 days:

- All biometric and facial recognition data processed about me
- Processing records, logs, and metadata
- Details of facial recognition systems, vendors, and purposes
- Your lawful basis under Article 6 and Article 9 condition for special category data
- Retention schedules and third-party sharing arrangements
- Complete documentation of my data subject rights

Please send electronically to my email address above.

## **NO FURTHER CORRESPONDENCE**

This is my final communication before legal action.

If you respond within 7 days, I will consider the matter resolved.

If you do not respond within 7 days, you will receive no further notice before I file my claim and report to the ICO.

## **REFERENCE DOCUMENTS**

Copies of my previous correspondence are enclosed for your reference.

I require your immediate compliance.

Yours sincerely,

[YOUR\_NAME]

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This 7-Day Final Notice 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)

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