

[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: SUBJECT ACCESS REQUEST - FACIAL RECOGNITION DATA

Reference Number: [SAR_NUMBER]

I wish to make a formal request for access to my personal data under Article 15 of the UK General Data Protection Regulation (UK GDPR) and Section 45 of the Data Protection Act 2018.

MY DETAILS

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

Member Reference (if applicable): [WILLOUGHBY_PIX_BUSTERS_NUMBER]

DATA REQUESTED

I am requesting copies of all personal data you hold relating to me, with particular focus on:

1. Biometric data including any facial recognition templates, facial scans, biometric identifiers, or mathematical representations derived from my facial features;
2. Photographic images, video recordings, CCTV footage, or any visual records capturing my image;

3. Logs or records indicating when my biometric data was collected, processed, analysed, or stored;
4. Information about the facial recognition technology deployed, including supplier details and processing purposes;
5. Your data retention schedule for my biometric data;
6. Records of any third-party recipients of my biometric data;
7. The lawful basis for processing my personal data and the Article 9 condition for processing my special category biometric data;
8. Any Data Protection Impact Assessments relating to your facial recognition systems;
9. Information regarding my data subject rights in relation to this data.

RELEVANT STORE VISITS

My biometric data was likely captured during the following visits:

First Visit:

Location: [STORE_NAME_1]

Visit Date: [VISIT_DATE_1]

Visit Time: [VISIT_TIME_1]

Receipt Ref: [RECEIPT_NUMBER_1]

Till Ref: [TILL_NUMBER_1]

Second Visit:

Location: [STORE_NAME_2]

Visit Date: [VISIT_DATE_2]

Visit Time: [VISIT_TIME_2]

Receipt Ref: [RECEIPT_NUMBER_2]

Till Ref: [TILL_NUMBER_2]

Third Visit:

Location: [STORE_NAME_3]

Visit Date: [VISIT_DATE_3]

Visit Time: [VISIT_TIME_3]

Receipt Ref: [RECEIPT_NUMBER_3]

Till Ref: [TILL_NUMBER_3]

IDENTITY VERIFICATION

In accordance with UK GDPR Article 12, I have enclosed a Certificate of Identity certified by [SOLICITOR_NAME], a qualified solicitor at [SOLICITOR_FIRM]. This certificate verifies both my identity and residential address, and has been confirmed by the Information Commissioner's Office as acceptable proof for Subject Access Request purposes.

TIMEFRAME AND FORMAT

Pursuant to UK GDPR Article 12(3), I expect to receive the requested information within one month from the date you receive this request.

I would prefer to receive the information electronically via email in PDF or Word format. Should you be unable to provide electronic copies, please notify me to discuss alternative arrangements.

As stipulated in UK GDPR Article 12(5), this information should be provided at no cost.

Should you need further information to process this request, please contact me using the details provided above.

I trust you will comply with this request within the required timeframe.

Yours sincerely,

[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