

[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,

FINAL 7-DAY NOTICE BEFORE COURT PROCEEDINGS

Original SAR Number: [SAR_NUMBER]
14-Day Reminder Number: [SAR_NUMBER]-14
Final Notice Number: [SAR_NUMBER]-7

IMMEDIATE ACTION REQUIRED

This letter serves as my final notice before I commence legal proceedings against your organisation for persistent breach of data protection legislation.

TIMELINE OF YOUR NON-COMPLIANCE

Your organisation has had multiple opportunities to comply with my Subject Access Request:

[ORIGINAL_SAR_DATE] - Subject Access Request submitted pursuant to Article 15 UK GDPR and Section 45 Data Protection Act 2018, specifically requesting biometric data and facial recognition processing information.

Statutory deadline expired - You failed to respond within the one-month statutory period required by UK GDPR Article 12(3).

[14_DAY_Reminder_DATE] - 14-day reminder issued, providing further opportunity to comply.

[DATE] - This final 7-day notice issued due to your continued failure to respond.

Your persistent non-compliance leaves me no alternative but to pursue legal remedies.

DATA SUBJECT IDENTIFICATION

Name in Full: [YOUR_NAME]

Date of Birth: [YOUR_DOB]

Current Address: [YOUR_FULL_ADDRESS]

Email Contact: [YOUR_EMAIL]

Telephone Contact: [YOUR_PHONE]

SEVEN DAY COMPLIANCE PERIOD

You have exactly 7 days from receipt of this letter to provide a full response to my Subject Access Request.

If you fail to respond within this period, I will immediately proceed with legal action without any further notice or opportunity to comply.

LEGAL PROCEEDINGS TO BE INITIATED

1. COUNTY COURT CLAIM FOR COMPENSATION

I will file a claim under Section 167 and Section 168 of the Data Protection Act 2018 seeking:

Compensation for distress: £1,000.00

Court filing fee: £70.00

TOTAL AMOUNT CLAIMED: £1,070.00

Additionally, I will seek:

- Recovery of all legal costs and expenses
- Statutory interest on the judgment
- An order compelling you to comply with my Subject Access Request

2. FORMAL COMPLAINT TO ICO

I will lodge a comprehensive complaint with the Information Commissioner's Office providing full documentation of:

- Your initial failure to respond within statutory timeframe
- Your failure to respond to 14-day reminder
- Your failure to respond to this final notice
- Your systematic disregard for data protection obligations

3. REQUEST FOR COURT ORDERS

Through the court, I will seek:

- A mandatory order requiring compliance with my Subject Access Request
- Compensation for distress and inconvenience caused
- Full reimbursement of court fees and legal costs

- Interest on all amounts awarded

BASIS FOR COMPENSATION CLAIM

Your persistent breach has caused me considerable distress:

- Anxiety regarding the processing and potential misuse of my sensitive biometric data
- Concern about unauthorised access to or sharing of my facial recognition data
- Distress about lack of transparency in your data protection practices
- Significant time and effort expended pursuing my basic legal rights
- Mental distress caused by your organisation's apparent disregard for data protection law
- Loss of confidence in your ability to handle personal data responsibly

LEGAL ENTITLEMENT TO COMPENSATION

Section 168 of the Data Protection Act 2018 provides a statutory right to compensation for distress caused by breaches of UK GDPR.

Your failure to comply with a Subject Access Request is a clear breach, entitling me to monetary compensation for the distress caused.

COUNTY COURT PROCESS

Upon filing my claim:

1. The court will issue proceedings and serve papers on your registered office
2. You will have 14 days to file an acknowledgment of service
3. You will have a further period to file a defence
4. If you fail to defend, judgment will be entered against you in default
5. If you defend, the matter will proceed to a hearing where you will need to justify your non-compliance

ICO REGULATORY POWERS

The Information Commissioner's Office has significant powers to enforce data protection compliance:

- **Enforcement Notices** requiring specific actions within set timeframes
- **Assessment Notices** permitting compulsory audits of your data processing
- **Financial Penalties** up to £17.5 million or 4% of annual worldwide turnover
- **Criminal Prosecution** for deliberate or serious breaches
- **Public censure** damaging your reputation

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113 Website: www.ico.org.uk

INFORMATION REQUIRED WITHIN 7 DAYS

To avoid legal proceedings, provide immediately:

- Complete records of all biometric data processed about me
- Facial recognition templates, biometric identifiers, and derived data
- Processing logs documenting when, where, and how data was captured
- Full details of facial recognition systems, vendors, and purposes
- Your lawful basis under Article 6 and Article 9 condition for processing special category data
- Retention schedules and details of third-party data sharing
- Comprehensive information about my data subject rights

Send electronically to my email address within 7 days.

FINAL OPPORTUNITY

This is your last chance to resolve this matter without court involvement and regulatory intervention.

Respond within 7 days: Matter resolved.

Fail to respond within 7 days: Court proceedings and ICO complaint filed immediately.

No further warnings will be issued.

PREVIOUS CORRESPONDENCE ENCLOSED

I enclose for your reference:

- Original Subject Access Request dated [ORIGINAL_SAR_DATE]
- 14-day reminder dated [14_DAY_Reminder_DATE]

I require your immediate compliance to avoid legal action.

Regards,

[YOUR_NAME]

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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