

[YOUR_NAME]
[YOUR_ADDRESS_LINE_1]
[YOUR_ADDRESS_LINE_2]
[YOUR_CITY]
[YOUR_POSTCODE]
[YOUR_EMAIL]
[YOUR_PHONE]
[DATE]

The Data Protection Officer

[SUPERMARKET_NAME]
[SUPERMARKET_HEAD_OFFICE_ADDRESS]
[SUPERMARKET_CITY]
[SUPERMARKET_POSTCODE]

Dear Data Protection Officer,

SEVEN DAY FINAL NOTICE - INTENTION TO COMMENCE LEGAL PROCEEDINGS

SAR Reference: [SAR_NUMBER]

14-Day Reminder: [SAR_NUMBER]-14

Final Notice: [SAR_NUMBER]-7

NOTICE OF INTENTION TO COMMENCE LEGAL ACTION

This is my final notice to your organisation before I initiate legal proceedings for breach of the UK General Data Protection Regulation.

SUMMARY OF NON-COMPLIANCE

Your organisation has repeatedly failed to comply with its legal obligations:

[ORIGINAL_SAR_DATE] - I submitted a Subject Access Request under Article 15 UK GDPR requesting access to my biometric data and facial recognition processing records.

[14_DAY_Reminder_DATE] - After receiving no response within the statutory one-month period, I sent a 14-day reminder notice.

[DATE] - Despite all previous correspondence, you have still failed to respond, necessitating this final 7-day notice.

This pattern of non-compliance demonstrates a serious and persistent breach of data protection law.

PERSONAL DETAILS

Full Name: [YOUR_NAME]

Date of Birth: [YOUR_DOB]

Residential Address: [YOUR_FULL_ADDRESS]

Email: [YOUR_EMAIL]

Phone: [YOUR_PHONE]

FINAL SEVEN DAY PERIOD

You are hereby given 7 days from receipt of this letter to provide a complete and satisfactory response to my Subject Access Request.

This is your final opportunity to comply voluntarily. No further notices will be issued.

LEGAL ACTION COMMENCING IN 7 DAYS

If you fail to respond within 7 days, I will immediately take the following actions:

COUNTY COURT CLAIM

I will file a claim in the County Court under Section 167 and Section 168 of the Data Protection Act 2018 for:

Compensation for distress caused by your breach: £1,000.00

Court issue fee: £70.00

TOTAL CLAIM: £1,070.00

I will also seek recovery of any additional costs incurred in pursuing this claim, including legal fees and expenses.

ICO COMPLAINT

I will submit a detailed complaint to the Information Commissioner's Office documenting:

- Your failure to respond within the statutory one-month period
- Your failure to respond to my 14-day reminder
- Your failure to respond to this final 7-day notice
- Evidence of persistent and deliberate non-compliance

The ICO will investigate your data protection practices and may take enforcement action including substantial financial penalties.

COURT ORDERS SOUGHT

In my court claim, I will ask the judge to:

- Order you to comply with my Subject Access Request
- Award £1,000 compensation for distress
- Award the £70 court fee
- Award my legal costs

- Apply statutory interest to the judgment

JUSTIFICATION FOR COMPENSATION

Section 168 of the Data Protection Act 2018 entitles me to compensation for distress caused by your breach of UK GDPR.

Your persistent failure to respond to my legitimate request has caused me:

- Significant anxiety about how my sensitive biometric data is being used
- Distress about potential unauthorised sharing or misuse of my facial recognition data
- Concern that my special category data is not being properly protected
- Frustration and wasted time pursuing my basic legal rights
- Loss of confidence in your organisation's commitment to data protection

ENFORCEMENT POWERS AVAILABLE TO THE ICO

The Information Commissioner's Office has extensive powers to address your non-compliance:

- **Enforcement Notices** - Legally binding orders requiring specific actions
- **Assessment Notices** - Compulsory audits of your data processing activities
- **Financial Penalties** - Fines up to £17.5 million or 4% of worldwide annual turnover, whichever is higher
- **Criminal Prosecution** - For serious breaches of data protection law

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

WHAT YOU MUST PROVIDE WITHIN 7 DAYS

To avoid legal proceedings, you must immediately provide:

- All biometric data including facial recognition templates, biometric identifiers, and derived data
- Complete processing records showing when, where, and how my data was captured
- Full technical details of facial recognition systems and technology providers
- Your lawful basis under Article 6 UK GDPR and Article 9 condition for processing special category data
- Data retention policies and records of third-party recipients
- Comprehensive documentation of my data subject rights including objection, erasure, and restriction

Provide this information electronically to the email address shown above within 7 days.

NO FURTHER WARNING

This is your final opportunity to resolve this matter without court involvement.

If you comply within 7 days, I will consider the matter closed.

If you fail to comply within 7 days, I will file court proceedings and report to the ICO immediately without any further communication.

ENCLOSED DOCUMENTATION

For your reference, I enclose copies of:

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

Time is of the essence. I require your immediate response.

Kind 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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