

[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,

### **FORMAL REQUEST FOR ACCESS TO PERSONAL DATA - BIOMETRIC INFORMATION**

SAR Reference: [SAR\_NUMBER]

This is a formal Subject Access Request made under Article 15 of the UK General Data Protection Regulation (UK GDPR) and Section 45 of the Data Protection Act 2018.

### **REQUESTOR INFORMATION**

Full Name: [YOUR\_NAME]

Date of Birth: [YOUR\_DOB]

Residential Address: [YOUR\_FULL\_ADDRESS]

Email: [YOUR\_EMAIL]

Phone: [YOUR\_PHONE]

Membership ID (where applicable): [WILLOUGHBY\_PIX\_BUSTERS\_NUMBER]

### **SCOPE OF REQUEST**

I request that you provide me with copies of all personal data you process about me, specifically including:

1. All biometric data derived from my physical characteristics, including facial recognition templates, biometric keys, facial geometry data, or any algorithmically-generated identifiers;
2. Images, photographs, video recordings, or CCTV footage containing my likeness;

3. Processing logs documenting when and how my biometric data was captured, analysed, or retained;
4. Technical specifications of the facial recognition system(s) in operation, including vendor information and stated processing objectives;
5. Retention policies applicable to my biometric data;
6. Details of any organisations or entities with whom you have shared my biometric data;
7. Legal justification for processing my data, including your lawful basis under Article 6 and your Article 9 condition for processing special category data;
8. Data Protection Impact Assessments conducted regarding facial recognition processing;
9. Documentation of my rights concerning this data, including rights to object, erasure, and restriction of processing.

## **VISIT INFORMATION**

I attended your premises on the following occasions when biometric capture is believed to have occurred:

Occasion 1:

Premises: [STORE\_NAME\_1]

Date: [VISIT\_DATE\_1]

Time: [VISIT\_TIME\_1]

Transaction Receipt: [RECEIPT\_NUMBER\_1]

Point of Sale: [TILL\_NUMBER\_1]

Occasion 2:

Premises: [STORE\_NAME\_2]

Date: [VISIT\_DATE\_2]

Time: [VISIT\_TIME\_2]

Transaction Receipt: [RECEIPT\_NUMBER\_2]

Point of Sale: [TILL\_NUMBER\_2]

Occasion 3:

Premises: [STORE\_NAME\_3]

Date: [VISIT\_DATE\_3]

Time: [VISIT\_TIME\_3]

Transaction Receipt: [RECEIPT\_NUMBER\_3]

Point of Sale: [TILL\_NUMBER\_3]

## VERIFICATION OF IDENTITY

To satisfy the identification requirements of UK GDPR Article 12, I have enclosed a Certificate of Identity executed by [SOLICITOR\_NAME], a practicing solicitor of [SOLICITOR\_FIRM]. This certificate authenticates both my identity and address, and represents an accepted form of verification for Subject Access Requests as confirmed by ICO guidance.

## STATUTORY REQUIREMENTS

UK GDPR Article 12(3) mandates that you provide the requested information without undue delay and no later than one month following receipt of this request.

Please deliver the information in a commonly-used electronic format, preferably PDF or Word document, via email to the address stated above. If electronic provision is not possible, please advise me promptly.

Under UK GDPR Article 12(5), no fee may be charged for providing this information.

If any aspect of this request requires clarification, please do not hesitate to contact me.

I anticipate receiving the requested data within the statutory period.

Kind 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