

[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 or Madam,

FINAL NOTICE - 7 DAYS TO COMPLY BEFORE LEGAL ACTION

Original SAR Reference: [SAR_NUMBER]

14-Day Reminder Reference: [SAR_NUMBER]-14

Final Notice Reference: [SAR_NUMBER]-7

FINAL WARNING

This is my final notice before commencing legal proceedings against your organisation.

CHRONOLOGY OF EVENTS

1. [ORIGINAL_SAR_DATE] - I submitted a Subject Access Request under Article 15 UK GDPR
2. [14_DAY_Reminder_DATE] - I sent a 14-day reminder notice due to your non-response
3. Today - I am issuing this final 7-day notice before legal action

Despite two previous attempts to obtain a response, your organisation has failed to comply with its statutory obligations under UK GDPR Article 12(3).

MY DETAILS

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

Telephone: [YOUR_PHONE]

FINAL 7-DAY OPPORTUNITY

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

If you fail to respond within 7 days, I will immediately commence legal proceedings without further notice.

LEGAL ACTION TO BE TAKEN

If I do not receive a satisfactory response within 7 days, I will:

1. **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 filing fee: **£70.00**
 - **Total claim: £1,070.00**
2. **Report your breach to the Information Commissioner's Office** with full documentation of:
 - Your failure to respond to my initial Subject Access Request
 - Your failure to respond to my 14-day reminder
 - Your failure to respond to this final notice
3. **Seek an order from the court** requiring you to:
 - Provide the information requested
 - Pay my legal costs
 - Pay compensation for the distress and inconvenience caused

LEGAL BASIS FOR COMPENSATION CLAIM

Under Section 168 of the Data Protection Act 2018, I am entitled to compensation for distress caused by your breach of UK GDPR.

Your persistent failure to respond to my Subject Access Request has caused me:

- Distress and concern about how my biometric data is being processed
- Anxiety about potential misuse of my special category data
- Inconvenience and time spent pursuing this matter
- Loss of confidence in your data protection practices

COURT FEES AND COSTS

The court filing fee for a claim of £1,000 is £70.

Should you fail to respond and I am required to proceed with legal action, I will seek:

- The £70 court fee
- £1,000 compensation for distress
- Any additional legal costs incurred
- Interest on the judgment

INFORMATION COMMISSIONER'S OFFICE

Simultaneously with filing court proceedings, I will lodge a formal complaint with:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Telephone: 0303 123 1113 Website: www.ico.org.uk

The ICO has powers to:

- Issue enforcement notices
- Conduct compulsory audits
- Impose fines up to £17.5 million or 4% of global turnover
- Prosecute criminal offences under data protection law

WHAT YOU MUST PROVIDE WITHIN 7 DAYS

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

- All biometric data you hold about me, including facial recognition templates
- Records of when and where my data was captured
- Details of your facial recognition systems and technology providers
- Your legal basis for processing my special category biometric data
- Information about retention periods and third-party sharing
- Full documentation of my data subject rights

THIS IS YOUR FINAL OPPORTUNITY

If you respond within 7 days with the complete information requested, I will not proceed with legal action.

If you fail to respond within 7 days, I will file my claim immediately and report your breach to the ICO.

ENCLOSED DOCUMENTS

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]

I expect your immediate attention to this final notice.

Yours faithfully,

[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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