

[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,

RE: FORMAL SUBJECT ACCESS REQUEST - BIOMETRIC DATA PROCESSING

Reference: [SAR_NUMBER]

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

SUBJECT DETAILS

Full Legal Name: [YOUR_NAME]
Date of Birth: [YOUR_DOB]
Residential Address: [YOUR_FULL_ADDRESS]
Email Address: [YOUR_EMAIL]
Contact Telephone: [YOUR_PHONE]
Member Account Number (if relevant): [WILLOUGHBY_PIX_BUSTERS_NUMBER]

DATA ACCESS REQUEST

I request access to the complete record of personal data you process concerning me, with particular emphasis on:

1. All forms of biometric data including facial recognition data, biometric templates, facial mapping data, unique biometric identifiers, or any mathematically-derived representations of my physical characteristics;

2. All visual records including photographs, CCTV recordings, video footage, or digital images in which I appear;
3. Audit logs, processing records, or metadata showing when, where, and how my biometric data was collected, processed, or stored;
4. Detailed information about the facial recognition systems you operate, including technology vendor details and the specific purposes for which my data is processed;
5. Your policies and schedules for retaining my biometric data;
6. Complete records of any third parties, processors, or other organisations with whom you have shared my biometric data;
7. Documentation of your lawful basis under Article 6 UK GDPR and your special category condition under Article 9 UK GDPR for processing my biometric data;
8. All Data Protection Impact Assessments conducted in relation to your facial recognition technology deployment;
9. Comprehensive information about my data subject rights in connection with this processing.

RELEVANT VISITS

I was present at your store(s) on the following dates when biometric data capture is believed to have occurred:

Visit One:

Store Location: [STORE_NAME_1]

Date: [VISIT_DATE_1]

Time: [VISIT_TIME_1]

Receipt Reference: [RECEIPT_NUMBER_1]

Till Reference: [TILL_NUMBER_1]

Visit Two:

Store Location: [STORE_NAME_2]

Date: [VISIT_DATE_2]

Time: [VISIT_TIME_2]

Receipt Reference: [RECEIPT_NUMBER_2]

Till Reference: [TILL_NUMBER_2]

Visit Three:

Store Location: [STORE_NAME_3]

Date: [VISIT_DATE_3]

Time: [VISIT_TIME_3]

Receipt Reference: [RECEIPT_NUMBER_3]

Till Reference: [TILL_NUMBER_3]

VERIFICATION DOCUMENTATION

To comply with identification requirements under UK GDPR Article 12, I enclose a Certificate of Identity certified by [SOLICITOR_NAME], a qualified and practicing solicitor at [SOLICITOR_FIRM]. This certificate provides verification of both my identity and current address, and is recognised by the Information Commissioner's Office as appropriate proof for Subject Access Request purposes.

STATUTORY COMPLIANCE

UK GDPR Article 12(3) requires that you provide the requested information without undue delay and within one calendar month of receiving this request.

Please provide the information in electronic format (PDF or Microsoft Word document) via email to the address provided above. If you cannot provide the information electronically, please notify me as soon as possible to discuss alternative delivery methods.

Under UK GDPR Article 12(5), the provision of this information must be free of charge.

Should you require clarification of any aspect of this request, please contact me using the details provided.

I anticipate receiving your full response 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)

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