

[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]

To Whom It May Concern,

### **FINAL 7-DAY NOTICE - LEGAL ACTION IMMINENT**

SAR Reference Number: [SAR\_NUMBER]

14-Day Reminder Reference: [SAR\_NUMBER]-14

Final Notice Reference: [SAR\_NUMBER]-7

### **FINAL WARNING BEFORE LEGAL PROCEEDINGS**

This is my final communication before I initiate court proceedings and regulatory complaints against your organisation.

### **RECORD OF NON-COMPLIANCE**

Your organisation has consistently failed to comply with its legal obligations under UK data protection law:

**[ORIGINAL\_SAR\_DATE]** - I exercised my right of access under Article 15 of the UK General Data Protection Regulation and Section 45 of the Data Protection Act 2018, requesting access to biometric data and facial recognition processing records.

**One month statutory period expired** - You failed to respond within the timeframe mandated by UK GDPR Article 12(3).

**[14\_DAY\_REMINDER\_DATE]** - I issued a 14-day reminder notice, providing additional opportunity for compliance.

**[DATE]** - Despite all previous correspondence, you have still not responded, necessitating this final 7-day notice.

This persistent pattern of non-compliance is unacceptable and demonstrates a serious breach of data protection legislation.

### **SUBJECT DETAILS**

Complete Name: [YOUR\_NAME]

Birth Date: [YOUR\_DOB]

Postal Address: [YOUR\_FULL\_ADDRESS]

Electronic Mail: [YOUR\_EMAIL]

Telephone Number: [YOUR\_PHONE]

### **FINAL SEVEN DAY DEADLINE**

You are given 7 days from the date of this letter to provide a complete response to my Subject Access Request.

Failure to comply within this final 7-day period will result in immediate legal action without any further warning.

### **LEGAL ACTION TO BE COMMENCED**

If you do not respond within 7 days, I will immediately:

### **COMMENCE COUNTY COURT PROCEEDINGS**

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

**Distress compensation:** £1,000.00

**Court issue fee:** £70.00

**TOTAL CLAIM VALUE:** £1,070.00

I will also seek:

- An order requiring you to comply with my Subject Access Request
- Recovery of all legal costs, expenses, and disbursements
- Statutory interest on judgment sums
- Any additional costs incurred in enforcing the judgment

### **FILE COMPLAINT WITH ICO**

I will submit a comprehensive formal complaint to the Information Commissioner's Office detailing:

- Your failure to respond within the statutory one-month period
- Your failure to respond to my 14-day reminder notice
- Your failure to respond to this final 7-day notice
- Evidence of systematic disregard for data protection obligations

- Request for regulatory investigation and enforcement action

### **SEEK COMPREHENSIVE COURT RELIEF**

My court application will request:

- Mandatory injunction compelling compliance with my Subject Access Request
- Award of £1,000 compensation for distress caused by your breach
- Award of £70 court fee
- Award of all legal costs incurred
- Statutory interest at 8% per annum on all judgment sums

### **FOUNDATIONS FOR COMPENSATION**

Your persistent non-compliance has caused me significant distress and inconvenience:

- Serious concern about how my sensitive biometric data is being processed, stored, and potentially shared
- Anxiety about potential unauthorised access to my facial recognition data
- Distress regarding lack of transparency about your data protection practices
- Frustration at being denied my fundamental legal rights
- Substantial time and effort wasted pursuing this matter
- Mental distress caused by your organisation's disregard for data protection law
- Erosion of trust in your data handling practices

### **STATUTORY RIGHT TO COMPENSATION**

Section 168 of the Data Protection Act 2018 provides:

"(1) An individual who suffers damage as a result of a contravention of this Act is entitled to compensation for that damage from the controller or the processor."

The term "damage" explicitly includes distress. Your breach of Article 12(3) UK GDPR entitles me to compensation.

### **COURT PROCEDURE**

Upon filing my claim:

- Court papers will be served on your registered office
- You will have 14 days to acknowledge service
- You will then have a limited period to file a defence
- Failure to defend will result in default judgment against you
- If defended, the matter will proceed to hearing
- You will be required to justify your persistent non-compliance to a judge

## ICO ENFORCEMENT CAPABILITIES

The Information Commissioner's Office has substantial enforcement powers:

- **Enforcement Notices** - Binding legal requirements for compliance within specified timeframes
- **Assessment Notices** - Compulsory audits of data processing practices
- **Financial Penalties** - Fines up to £17.5 million or 4% of total annual worldwide turnover, whichever is higher
- **Criminal Prosecution** - For knowing or reckless breaches
- **Public statements** - Damaging your reputation and public trust

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

## INFORMATION TO BE PROVIDED WITHIN 7 DAYS

To prevent legal action, you must provide within 7 days:

- Complete records of all biometric data including facial recognition templates and identifiers
- All processing logs, metadata, and audit trails
- Full technical and operational details of facial recognition systems deployed
- Information about technology vendors and processing purposes
- Your lawful basis under Article 6 UK GDPR and Article 9 condition for special category data
- Data retention policies and schedules
- Complete records of third-party recipients and data sharing arrangements
- Comprehensive documentation of my data subject rights

Provide electronically via email to the address shown above.

## THIS IS YOUR FINAL OPPORTUNITY

Respond within 7 days: I will consider the matter resolved and take no further action.

Fail to respond within 7 days: I will immediately file court proceedings and lodge an ICO complaint.

No further communication will be sent before legal action commences.

## ENCLOSED DOCUMENTS

For your records, 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 compliance within the 7-day period.

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)

Template Version: 1.0

Last Updated: December 2025