

[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,

#### **FOURTEEN DAY REMINDER: UNANSWERED SUBJECT ACCESS REQUEST**

SAR Reference: [SAR\_NUMBER]

Reminder Reference: [SAR\_NUMBER]-14

#### **PREVIOUS CORRESPONDENCE**

On [ORIGINAL\_SAR\_DATE], I made a formal Subject Access Request under the provisions of Article 15 of the UK General Data Protection Regulation (UK GDPR) and Section 45 of the Data Protection Act 2018.

My request concerned personal data held by your organisation, with particular emphasis on biometric data and facial recognition processing.

The statutory deadline for responding to my request has now passed, and I have received no communication from your organisation regarding this matter.

#### **PERSONAL DETAILS**

Full Name: [YOUR\_NAME]

Date of Birth: [YOUR\_DOB]

Residential Address: [YOUR\_FULL\_ADDRESS]

Email: [YOUR\_EMAIL]

Phone: [YOUR\_PHONE]

#### **NOTICE OF NON-COMPLIANCE**

This letter serves as formal notice that your organisation is in breach of its legal obligations under UK data protection legislation.

UK GDPR Article 12(3) expressly requires that controllers respond to Subject Access Requests without undue delay and at the latest within one month of receipt. You have failed to meet this obligation.

I am providing you with a final 14-day opportunity to rectify this breach before I initiate formal enforcement proceedings.

## **REQUIRED RESPONSE**

Within 14 days of receiving this reminder, you must provide:

- A complete response to my Subject Access Request dated [ORIGINAL\_SAR\_DATE];
- All biometric data, including facial recognition templates and related processing records;
- Documentation of your legal basis for processing my special category data;
- Details of retention policies and third-party data sharing arrangements.

Failure to respond within this timeframe will result in immediate escalation.

## **ENFORCEMENT ACTION**

If you do not comply within 14 days, I will proceed with the following actions without further notice:

1. Submit a final 7-day notice outlining my intention to commence legal proceedings;
2. Lodge a formal complaint with the Information Commissioner's Office detailing your failure to comply;
3. Initiate legal action through the appropriate court to enforce my rights;
4. Seek appropriate remedies including compensation for any distress caused by your non-compliance.

## **REGULATORY OVERSIGHT**

The Information Commissioner's Office has extensive powers to address non-compliance with data protection obligations, including:

- Issuing binding enforcement notices;
- Conducting compulsory audits of data processing activities;
- Imposing substantial financial penalties.

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

## **ATTACHED DOCUMENTATION**

For ease of reference, I attach a copy of my original Subject Access Request dated [ORIGINAL\_SAR\_DATE].

I trust this matter will receive your immediate attention and that you will provide a full response within the specified timeframe.

Kind regards,

[YOUR\_NAME]

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This 14-Day Reminder 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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