**Letter asking an employee to pay a fee relating to subject access request (GDPR compliant)**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Subject access request**

I am writing in response to your letter of *[insert date]* which contains a request for the disclosure of information that the Company holds on you.

Information requested via a subject access request must usually be provided free of charge. However, the General Data Protection Regulation permits us to charge a reasonable fee when:

* the request is “manifestly unfounded or excessive, particularly if it is repetitive” or
* further requests of the same information are made.

Therefore, I am writing to request a fee from you in order for us to progress with your request for information. This is because *[insert details eg your request is manifestly unfounded/excessive/repetitive/your request constitutes a further request of information already provided under a subject access request made by you on [insert date] and responded to by us on [insert date]].*

I would be grateful if you could forward to us the required fee of £*[insert fee amount]* for the processing of this request. Please make this payment to *[insert name, insert job title]*. Cheques should be made payable to *[insert Company name]*.

Once we have received the fee from you, we will seek to deal with your request without delay and within one month of receipt.

If you wish to discuss this matter further please contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*