Letter in response to a subject access request providing the requested information (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.

I can confirm that we process personal data relating to you. Please find enclosed a copy of data held by the Company, provided in *[insert details of format provided – eg electronic or paper copy]*.

I have set out below a description of this data, the purposes for which they are processed and the recipients to whom the data may be disclosed. I have also provided information as to the source of the data.

**Description of personal data**

*[Insert details of the categories of information provided that constitutes personal data and provide an explanation of the data where this is necessary in order to understand the information]*.

**Purposes for which personal data is processed**

*[Insert details of the purposes for which this information is used]*.

*[Insert details of the logic involved in decision-making where personal data is processed automatically (eg by computer) for the purposes of evaluating matters such as performance at work, reliability or conduct, and where this processing is likely to constitute the sole basis for a decision significantly affecting the employee]*.

**Recipients or classes of recipients of personal data**

*[Insert details of the recipients to whom the data may be disclosed]*.

**Source of the data**

*[Insert details available to the Company about the source of information – eg individuals, departments or any third parties contacted to obtain this data]*.

**Retention period**

*[Insert details of how long the data is kept for, or how the retention period is decided]*.

**Your rights in relation to the data we process**

You have the following rights in relation to the data that the Company process:

* having any data corrected which you believe is wrong or incomplete
* having any data deleted which you no longer which the Company to process
* having the Company cease processing data which you no longer feel is necessary
* objecting to the processing of data.

You should contact *[insert name and contact details]* if you wish to exercise any of these rights.

If you are of the opinion that your data rights have been breached, you are encouraged to contact the Information Commissioner which is the authority responsible for overseeing compliance with data protection obligations.

*[Optional]* In order to protect the identity of third parties, you will see that we have removed information from the documents enclosed which would, were it not removed, provide clear identification of them.

*[Optional]* I must inform you that we have found it necessary to withhold some personal data for the following reasons:

*[Select from the paragraphs below and delete as appropriate]*

The data included a confidential employment reference for the purpose of education, training or employment, or the provision of a service by them.

*[OR]*

The data includes information that we used for management forecasting or management planning and we believe that access to such information would prejudice the business or other activity of ours.

*[OR]*

The data includes information that was a record of our intentions in negotiations between you and the Company. It is our opinion that providing access to such information would prejudice the negotiations.

*[OR]*

The data includes information relating to examinations we have used to assess the capabilities of our employees and the prescribed time limit during which we must produce this information has not yet passed. For your information, the time limit is the earlier of 40 days since the date of publication of the examination results and five months from the date on which you wrote to us requesting the results.

*[OR]*

The data includes information for which legal professional privilege could be claimed.

*[OR]*

The data includes information relating to physical or mental health and we reasonably believe that its disclosure would be likely to cause serious harm to your physical or mental health or that of another person.

*[OR]*

The data has been withheld for the purpose of safeguarding national security.

If you have any further queries in relation to this matter, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*