Letter informing of extension of time to comply with 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.

Normally we would comply with a subject access request without delay, and at the latest within one month of receipt of your request. However, I am writing to inform you that we require an extension of time in order to deal with your request.

The General Data Protection Regulation enables us to extend the usual time limits for providing information requested in a subject access request when the request is complex or numerous. In this circumstance, we must use the extension because *[insert reasons].*

Therefore, we will provide the information you have requested within the permitted extended time limit which, for clarification, is three months from receipt.

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]*