**Subject Access Request Letter Template**

*You are entitled to request The Walcote Practice to provide you with access to, or copies of, some or all of your personal data held by the practice. You may also request information regarding different aspects of your personal data and how it is processed (please see our Fair Processing Notice for further details).*

*You are able to make any such ‘Subject Access Request’ by any means using wording of your choice, or you may prefer to use the template text below, adapting it to suit your requirements.*

*We will respond to your request as soon as possible. As we need to be certain of your identity before providing personal data, we may ask you to attend the practice in person with proof of ID before progressing your Subject Access Request.*

*We will aim to forward your requested information within one month of receiving all the details we need to process your request (such as proof of ID), however please be aware that there may be exceptions to this timescale.*

*Thank you.*

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Privacy Officer

Walcote Health Ltd

Southgate Chambers

37-39 Southgate Street

Winchester

Hampshire

SO23 9EH

Date:

**Re: Subject Access Request under the General Data Protection Act 2018**

Dear Ms Angela Ward,

I am writing to make a Data Subject Access Request pursuant to the General Data Protection Act 2018.

**Scope of Request** *(Please delete or alter any text in square brackets below as required)*

[This is a general request that relates to any personal data processed about me by or on behalf of Walcote Health Ltd].

**Or**

[I only require information in respect of the following:

[Insert any information you think would help us to find what you are seeking or let us know if there is something in particular you require]]

**[Locating the data]**

[Please only provide documents and emails that were created and/or sent between [Insert date range].] [Please only provide emails that were sent between [Insert names].]

Yours sincerely,

[Please enter your full name and postal address]