[Name of individual making request]

[Address of individual making request]

[Date of this response]

Dear [insert name of individual making request]

I am writing in response to your request dated [insert date of request].

You will recall you asked for [confirm precisely what was requested, eg ‘electronic copies of any personal data we hold about you’].

I confirm that we are processing **[**that**]** personal data relating to you and a copy of the relevant information is [insert details of how personal data is being provided to the data subject, eg enclosed with this letter].

**[**As your request was made electronically, we are providing the information to you [insert details of format in which the information is being provided—this must be a commonly used electronic format].**]**

**[**You also asked us to provide the following information:**]**

* **[**the purposes of the processing of your personal data**]**
* **[**the categories of personal data concerned**]**
* **[**the people and organisations or categories of person or organisation to whom your personal data has been, or will be, disclosed**]**
* **[**where possible, the time period for which we envisage storing your personal data, or, if that is not possible, the criteria we use to decide how long to store your personal data for**]**
* **[**where the personal data is not collected from you directly, any available information as to where it comes from**]**
* **[**whether your personal data is used for automated decision making, including profiling, and information about the logic involved, as well as the significance and the consequences we envisage such processing will have for you**]**
* **[**where your personal data is transferred to a third country or to an international organisation, information about the safeguards in place relating to that transfer**]**
* [insert details of any other information requested—you will need to consider whether you are able to respond to requests for any other information]

**[**I confirm that the purposes of processing are [identify the purposes of processing as appropriate. Make sure this description is consistent with privacy notices previously provided to the data subject].**]**

I confirm that the categories of data concerned are [identify the categories of data concerned].

**[**I confirm that the people and organisations or categories of person or organisation to whom your personal data has been, or will be, disclosed are [provide details of recipients as appropriate. Make sure this is consistent with privacy notices previously provided to the data subject].**]**

In relation to how long we will store your data, I confirm that different retention periods apply for different types of data. Please see the attached Records retention schedule. When it is no longer necessary to retain your personal data, we will delete or anonymise it.

**[**I confirm that we collected your data from [provide available information as to the source(s) of the information as appropriate. Make sure this description is consistent with privacy notices previously provided to the data subject].**]**

**[**I confirm that we use automated decision making processes**[**, including profiling**]**. [Identify relevant processes, without disclosing trade secrets. You must provide meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject].**]**

**[**I confirm that your personal data is transferred to [set out what third countries or international organisations data is transferred to]. The safeguards we have put in place in relation to that transfer are [insert details of the safeguards used in relation to overseas transfers in accordance with Article 46 of the GDPR, eg binding corporate rules or standard data protection clauses approved by the European Commission].**]**

You also have the right to ask us to:

* rectify (correct) your personal data
* erase (delete) your personal data
* restrict how we process personal data about you

You may also tell us that you object to how we process personal data about you.

If you have a complaint about the way we process your personal data, you have the right to complain to our supervisory authority. In the UK, that is the Information Commissioner’s Office (ICO). More details on how to complain are available on the ICO’s website at: https://ico.org.uk/concerns/.