

Rejection of Unfounded/Excessive Request

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

Dear [Name],

Your request under the General Data Protection Regulation ("GDPR")

We are writing to you regarding your recent request under the GDPR.

Having considered your request [reference number] carefully, we find it to be unfounded / excessive due to [.....].

We realize that this may not be the response you were hoping for. If you have any questions about the contents of this letter, or if you wish to make a complaint about the way in which it has been handled please contact [DPO] by calling [phone number] or writing to [address].

You also have the right to complain to [insert details of the relevant local Supervisory Authority] if you are not happy with how we have handled your request. You can contact [Data Protection Authority] by calling [phone number] or by writing to [address].

Yours sincerely,

Signed

[Name]

For and on behalf of [Company Name]

Comment [EUA1]: This document should be used as a rejection response when the request made by the data subject is either unfounded or excessive.

Comment [EUA2]: Please insert the contact details of the data subject.

Comment [EUA3]: Please insert the name of the data subject.

Comment [EUA4]: Please insert the [.....]

Comment [EUA5]: Choose the one that applies.

[.....] asking for or if the request is repetitive.

Comment [EUA6]: Please provide additional details demonstrating that you [.....]

Comment [EUA7]: Please insert the [.....]

Comment [EUA8]: Please insert the [.....]

Comment [EUA9]: Please insert the email address of the DPO or the person responsible for personal data protection.

Comment [EUA10]: Please insert the [.....]

Comment [EUA11]: Please insert the name of the local Supervisory Authority.

Comment [EUA12]: Please insert the [.....]

Comment [EUA13]: Please insert the [.....]

Comment [EUA14]: This letter can be sent as text in an email; in this case, it is [.....]

Comment [EUA15]: Please insert the [.....]

Comment [EUA16]: Please insert the name of your company here.