

Cover Letter to Portability Response

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

Dear [Name],

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

Thank you for your recent request under the GDPR.

We understand that your request [insert details of the request] under the GDPR to obtain details of the personal data concerning you which we hold, and which you have provided to us.

You will soon receive [device] in the post. This device contains the information you have requested in [insert details of the information requested].

We will also provide you with a machine-readable, structured report. To [read the file from the attachment/access the data on the [insert details of the report]].

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 [insert details of contact information] by email to [email 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 [insert details of the relevant local Supervisory Authority] by writing [insert details of contact information] or by visiting their website [insert details of website].

Yours sincerely,

Signed

[Name]

For and on behalf of [Company Name]

Comment [EUA1]: This document [insert details]

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

Comment [EUA3]: Insert the name of the data subject.

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

Comment [EUA5]: You can learn more about this article on the following link: ...

Comment [EUA6]: Please insert what type of device you will use to provide th ...

Comment [EUA7]: Please insert the password that the data subject can use ...

Comment [EUA8]: Please include this ...

Comment [EUA9]: Please include the ...

Comment [EUA10]: Please choose the one that applies.

Comment [EUA11]: Please choose the one that applies.

Comment [EUA12]: Please insert the password that the data subject can use ...

Comment [EUA13]: Please use this ...

Comment [EUA14]: Please insert the ...

Comment [EUA15]: Please insert the ...

Comment [EUA16]: Please insert the ...

Comment [EUA17]: Please insert the details of the local Supervisory Authority ...

Comment [EUA18]: Please insert the name of the local Supervisory Authority.

Comment [EUA19]: Please insert the ...

Comment [EUA20]: Please insert the ...

Comment [EUA21]: This letter can be ...

Comment [EUA22]: Please insert the ...

Comment [EUA23]: Please insert the name of your company here.