

### Confirmation of Data Subject Rights Request

**Comment [EUA1]:** Use this document

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

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

Dear [Name],

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

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

Thank you for your recent request under the GDPR. Your request is currently under review. Please note the reference number you should use when contacting us about your request is reference number].

**Comment [EUA4]:** We recommend using a registration number for each delete this sentence.

We understand that your request relates to:

- the right to access your personal data
- the right to rectification of inaccurate personal data
- the right to erasure of your personal data
- the right to object to the processing of your personal data
- the right to request restriction of processing of your personal data
- the right to portability of your personal data
- the right to withdraw consent
- the right to object to the processing of your personal data

**Comment [EUA5]:** These are just

We will make every effort to respond to your request within one month of receiving it; however, please note that in exceptional circumstances the deadline when the request is particularly complex or if your request might require us to provide you with a full response. Please note that if we do need longer to respond to your request, we will make sure we let you know as soon as possible.

**Comment [EUA6]:** This letter can be the document in a hardcopy.

Yours sincerely,

Signed .....

[Name]

**Comment [EUA7]:** Please insert the name of the DPO or the person responsible for personal data protection.

For and on behalf of [Company Name]

**Comment [EUA8]:** Please insert the name of your company here.