Rejection of Unfounded/Excessive Request

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

Dear [Name],

[redacted]

[redacted]

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

[redacted]

You also have the right to complain to [insert details of the relevant local Supervisory Authority] if [redacted]

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 [redacted]

Comment [EUA5]: Choose the one that applies.

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

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

Comment [EUA7]: Please insert the [redacted]

Comment [EUA8]: Please insert the [redacted]

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

Comment [EUA10]: Please insert the [redacted]

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

Comment [EUA12]: Please insert the [redacted]

Comment [EUA13]: Please insert the [redacted]

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

Comment [EUA15]: Please insert the [redacted]

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

©2020 This template may be used by clients of Advisera Expert Solutions Ltd. in accordance with the License Agreement.