

### Confirmation for Closed DSAR

**Comment [EUA1]:** You should use and send this document to a data subject when closing a request so the data subject can know that the matter is closed on your end.

[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.

**Comment [EUA4]:** Please insert the [redacted text]

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

We are writing to you in order to inform you regarding your recent request [redacted text] under the GDPR.

**Comment [EUA5]:** Please insert the [redacted text]

We are pleased to inform you that we have processed your request and we are happy to confirm that all the information you requested has been provided to you. As such, we consider our obligations under the GDPR with regard to your request to be fulfilled, and we will take no further action with regard to the same.

**Comment [EUA6]:** Please insert the [redacted text]

If you have any questions about the contents of this letter, or if you wish to make a complaint about

**Comment [EUA7]:** Please insert the [redacted text]

the way in which it has been handled, please contact [redacted text] by calling [redacted text] or writing to [redacted text].

**Comment [EUA8]:** Please insert the details of the local Supervisory Authority. You can find a list of Supervisory Authorities in the EU at [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en).

You also have the right to complain to [redacted text] of the [redacted text] Supervisory Authority if you are not happy with how we have handled your request. You can contact [redacted text] Supervisory Authority by calling [redacted text] or by writing to [redacted text].

**Comment [EUA9]:** Please insert the name of the local Supervisory Authority.

Yours sincerely,

**Comment [EUA10]:** Please insert the phone number of the local Supervisory Authority.

Signed .....

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

[Name]

**Comment [EUA12]:** This letter can be [redacted text]

For and on behalf of [Company Name]

**Comment [EUA13]:** Please insert the [redacted text]