

### 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 is 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 we have handled your request, please contact [insert details of contact information].

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.