

Request Closing Letter

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

Dear [Name],

Comment [EUA1]: This document should be used, in any case when you receive any other request under the GDPR besides the DSAR (Data Subject Access Request), to confirm to the data subject that the request was dealt with and the matter is closed.

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

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

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

Further to our earlier correspondence, we are writing to confirm that, as we have not heard anything from you regarding our previous response, we consider that you do not wish to exercise the rights under the GDPR and we will close your request with regard to that request.

Comment [EUA4]: Please insert the reference number under which you have received this request.

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, you can contact the local Supervisory Authority in your country.

Comment [EUA5]: Please insert the name of the local Supervisory Authority.

Comment [EUA6]: Please insert the website of the local Supervisory Authority.

You also have the right to complain to the local Supervisory Authority in your country if you are not satisfied with how we have handled your request. You can contact the local Supervisory Authority by calling [phone number] or by visiting their website: [website URL].

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

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

Yours sincerely,

Signed

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

[Name]

Comment [EUA10]: Please insert the name of the local Supervisory Authority.

For and on behalf of [Company Name]

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

Comment [EUA12]: This letter can be used as evidence in court proceedings.

Comment [EUA13]: Please insert the name of the local Supervisory Authority.

Comment [EUA14]: Please insert the name of your company here.