

[organization name]

[confidentiality level]

## Confirmation of Data Subject Access Request

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

Dear [Name],

*Re: Acknowledgment of your Data Subject Access Request*

I am writing to acknowledge receipt of your Data Subject Access Request. Your request has received an initial review, which shows you are entitled to accessing the usual details of our records, we expect to be able to give you a response by [date].

I will be responsible for overseeing the response to your request.

*Should be provided if you have provided confirmation of your identity, which we are required to verify the data you have requested. This should be in the form of a certified copy of your driving licence or passport. If you do not have either, a certified copy of your birth certificate along with some other*

proof of address, e.g., a named utility bill (no more than three months old) or Council Tax bill will be sufficient.

*In addition, please complete the attached Data Subject Access Request Form, and provide as much further information about the information you want to access, and should be able to give access regarding the particular service, department, teams or individuals, or incident in respect of which*

*you're seeking to gain access to. Please include your name, date, name of type of documents, and the addresses, and any other information that may enable us to locate the relevant data you seek, the records, the names of records and responses and appropriate links.*

Yours sincerely,

Signed .....

[Name]

For and on behalf of [Company Name]

**Comment [EUA1]:** Use this document to acknowledge receipt of the data subject request.

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

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

**Comment [EUA4]:** This is an optional paragraph.

**Comment [EUA5]:** The list of the documents mentioned here is just an example.

**Comment [EUA6]:** This is an optional paragraph.

**Comment [EUA7]:** This letter can be sent as text in an email; in this case, it is recommended to send the document as a hardcopy.

**Comment [EUA8]:** Please insert the name of the DPO or the person responsible for personal data protection.

**Comment [EUA9]:** Please insert the name of your company here.