

Tips for writing a subject access request:

- Be as clear as possible about what information you want to see.
- If you're finding it difficult, get a trusted friend or adult to write it with you or read it through.

Template subject access request letter/email

[Fill in the blank spaces below with as much detail as possible.]

To: _____

Subject line: Subject Access Request

Date: [if you're writing a letter on paper remember to include today's date]

Dear [put their name if you know it, or the name of the service],

I would like a copy of the following personal data that you hold about me, and which I have a right to view under the Data Protection Act 2018:

[include a list of all the information you want. This might be very specific e.g. all emails from person A to person B, or it could be more general e.g. all information you held about me from July 2018 to July 2019.]

If you need any further information from me, please let me know as soon as possible. I would like you to contact me by _____ [e.g. phone, email or post].

I would prefer if you sent me a copy of my data in a printed/electronic format [you can specify whether you want to receive your information printed or in electronic format].

I would like to remind you that data protection law requires you to respond to my request within one month.

Please can you confirm that you have received and read this request?

Thank you,

[write your name here]