

Example of letter template for personal data access request under GDPR legislation as follows:

.....
From:

(Your details)

To:

For the attend of the Data Protection Officer (DPO)

(Organisation)

Date:

To Whom it may Concern,

Re: General Data Protection Regulation (GDPR) Access Request – (Insert your name here with copy of identity attached)

Under the General Data Protection Regulation (2018), I am seeking the following:

I wish to request (name items) e.g. minutes of meetings, reviews, plans, emails, recordings etc (include dates/periods specific to the documents in this request).

&/or,

All information and records relating to (enter name(s) here) in the period: (enter date here) (or, between the date of X & Y). (Note: if requesting a lot of information, you may have to wait longer than one month, and a cost may be incurred).

I am requesting (relevant organisation) to provide as much information as possible in relation to this request and send to me via (electronic copies) or (hard copy if this is your preference).

Many thanks.

Your sincerely,
