

Subject Access Requests

Sample letter to request access to your personal data

You may find the following sample letter helpful when putting forward your request. It may be useful for you to keep a copy of your letter together with a record of any further correspondence.

Your name and address
Your contact phone or e-mail address
Date

Attn: Claire Baker MSP
Email: Claire.baker.msp@parliament.scot
Address:
Ore Valley Business Centre
93 Main Street
Lochgelly
Fife
KY5 9AF

Dear

Please send me the information which I am entitled to access under Article 15 of the General Data Protection Regulation in relation to

The personal data that I seek relates to [dates during which you had contact with us, any reference numbers quoted on any correspondence with us/the name of the Office with which you corresponded].

I have enclosed the following information to enable you to verify my identity:

If you require further information from me, please let me know as soon as possible.

Yours sincerely,

[Your signature]