[The date]

Huw Williams

Abacus After School Clubs

2, Dorian Road,

Hornchurch,

Essex.

RM12 4AW

Dear Huw

**Subject access request**

\*[Your full name, address and telephone number as well as any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the General Data Protection Regulation relating to: \*[give specific details of the information you want, for example

* your personnel file;
* Your enrolment form
* emails between ‘A’ and ‘B’ (between 1/6/11 and 1/9/11);
* your medical records

If you need any more information from me, or a fee, please let me know as soon as possible.

It may be helpful for you to know that a request for information under the General Data Protection Regulation should be responded to within 30 days.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner’s Office can assist you and can be contacted on 0303 123 1113 or at [ico.org.uk](http://www.ico.gov.uk/)

Yours faithfully

\*[Signature]

\*Edit as required