**Subject Access Request - Letter template**

[Your full address]

[Phone number]

[The date]

**CPL Productions Limited**

**38 Long Acre**

**London WC2E 9JT**

**(Attn: Data Protection Officer)**

Dear Sir or Madam

Subject access request

[Your full name and address and any other details to help identify you and the data you want.]

Please supply the data about me that I am entitled to under data protection law relating to: [give specific details of the data you want, for example:

• my personnel file

• emails between ‘person A’ and ‘person B’ (from 1 June 2017 to 1 Sept 2017)

• copies of statements (between 2013 and 2017) held in account number xxxxx.]

If you need any more data from me please let me know as soon as possible. It may be helpful for you to know that data protection law requires you to respond to a request for data within one calendar month from the day following receipt of this letter.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer, or relevant staff member. If you need advice on dealing with this request, the Information Commissioner’s Office can assist you. Its website is ico.org.uk or it can be contacted on 0303 123 1113.

Yours faithfully

[Signature]