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Dear [name],

Re: your subject access request

I can confirm that [name] received your request on [date] to see the following data that we hold about you:

- [Summarise the data requested]

If you expect to respond within 1 month, insert:

We will respond to your request within 1 month, as required under the General Data Protection Regulation (GDPR).

We don't think we will need to extend the response time, which we're able to do when requests are complex. However, if it becomes clear that we do need to extend the response period by up to 2 months, we will let you know by [date – this will be 1 month from when you received the request].

If you think the request is too complex to respond within 1 month, insert:

In most cases, we will respond to subject access requests within 1 month, as required under the General Data Protection Regulation (GDPR). However, under article 12 (3), we are able to extend this period by up to 2 months for complex requests.

We anticipate that your request will be too complex for us to fulfil within 1 month. In particular, [insert more details to explain why you have judged that this request is too complex].

We will respond to your request by [date – which will be 3 months from the date the request was received] at the latest.

If you disagree with this decision, you can contact the Information Commissioner's Office by calling 0303 123 1113, or going to the following webpage:

<https://ico.org.uk/global/contact-us/>

We are sorry for any inconvenience this may cause you,

Yours sincerely,
[Name]