



## **Data Subject Access Request (DSAR) Template**

**Subject:** Data Subject Access Request under UK GDPR / Data Protection Act 2018

**To:** [\[Insert organisation's name or Data Protection Officer contact email\]](#)

**Date:** [\[Insert date\]](#)

To Whom it May Concern,

I am writing to you to make a Data Subject Access Request (DSAR) under Article 15 of the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**I am requesting the following:**

- Confirmation as to whether or not you are processing my personal data.
- A copy of any personal data you hold about me.
- The purposes for which my data is being processed.
- The categories of personal data concerned.
- The recipients or categories of recipients to whom my data has been or will be disclosed.
- The period for which my personal data will be stored, or if that is not possible, the criteria used to determine that period.
- Information about my rights to request rectification or erasure of my personal data, or restriction of processing, or to object to such processing.



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- Information about my right to lodge a complaint with a supervisory authority (such as the Information Commissioner's Office).
- Where the personal data is not collected from me, any available information as to its source.
- Information about the existence of automated decision-making, including profiling, and meaningful information about the logic involved, as well as the significance and envisaged consequences of such processing for me.

**Please provide the information in a concise, transparent, intelligible, and easily accessible form, using clear and plain language, in paper or digital format, as required by Article 12(1) UK GDPR. Do not share a disc or USB stick.**

### **Timeframe for response:**

Under Article 12(3) of the UK GDPR, you are required to respond to this request without undue delay and in any event within one calendar month of receipt of this request. If my request is complex or if you receive multiple requests from me, you may extend the response period by up to two further months, but you must inform me of any extension within one month of receiving this request and explain the reasons for the delay.

### **Please note:**

Under the UK GDPR and DPA 2018, you may not charge a fee for this request unless it is manifestly unfounded or excessive, in which case you may charge a reasonable fee or refuse to act on the request, providing reasons for your decision.



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### Proof of identity:

To help you identify me and locate my data, I have attached [[describe ID documents, e.g., a copy of my passport and a recent utility bill](#)].

If you need any more information from me to process this request, please let me know as soon as possible.

Thank you for your attention to this matter.

Yours sincerely,

[[Signature](#)]

[[Your full name](#)]

[[Telephone and/or Email](#)]

[[Your address](#)]

[[Your reference number, if applicable](#)]