



Welshampton and Lyneal Parish Council

SAR Procedure Appendix B

SAR Request Letter Template (providing personal data)

[Name]

[Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of [date] making a data subject access request for [subject].

We are pleased to enclose the personal data you requested and further information is set out below:

- Purposes of the processing;
- Categories of personal data concerned;
- Recipients or categories of recipients to whom personal data has been or will be disclosed.
- The envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- You have the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- You have the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- The source of the data;

The personal data you have been given belongs to the Council [or to.....] . Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

Clerk to the Council

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