

Subject Access Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Subject Access Request

Dear [Recipient's Name],

I am writing to submit a Subject Access Request (SAR) under applicable data protection laws, including but not limited to the General Data Protection Regulation (GDPR) and any relevant local data protection laws. I am seeking access to the personal data that your organization holds about me. This request is being made pursuant to my rights as a data subject, as provided by the aforementioned data protection laws.

To assist you in locating my personal data, I have provided the following details:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Any other information relevant to my records with your organization: [e.g., customer/account number, member ID, etc.]

If you require any further information from me to process this request, please let me know promptly.

I request that you respond to this SAR within the timeframe specified by applicable data protection

laws, which is usually one month from the date of receipt of this request.

Please include in your response all personal data that your organization holds about me, including but not limited to:

1. Personal information such as my name, address, email address, and phone number.
2. Financial data, including transactions, payment history, and billing details.
3. Correspondence or communications between your organization and me.
4. Any profile information, preferences, or account settings associated with my account (if applicable).
5. Records of any consents or permissions I may have provided regarding the processing of my personal data.
6. Information regarding the sources from which my personal data was obtained, if not directly from me.
7. Any other personal data that your organization may process about me.

If you are relying on any lawful basis for the processing of my personal data, I request that you clearly specify the legal basis and provide relevant details.

I also request that, if any of the personal data you hold about me is inaccurate or incomplete, you promptly correct or update it accordingly.

Please be aware that as the data subject, I have the right to lodge a complaint with the relevant data protection authority if I believe that my rights under data protection laws have been infringed upon.

Thank you for your attention to this matter. I look forward to receiving a timely response to my Subject Access Request.

Yours sincerely,

[Your Full Name]

[Signature (if sending a physical letter)]