

Formal subject access request under data protection law

Subject: Subject Access Request Under Data Protection Law

Dear Data Protection Officer,

I am writing to formally request access to the personal data that your organization holds about me, in accordance with my rights under applicable data protection legislation. Please provide me with a copy of all personal data that you hold, as well as the purposes for which it is being processed.

I would also like to request the following information:

- The categories of personal data being processed
- The recipients or categories of recipients with whom the data has been shared
- The retention period for my data
- Information about my rights to rectification, erasure, and objection to processing

Please consider this letter as my formal Subject Access Request. For identification purposes, I have enclosed a copy of [proof of identity, e.g., passport or driver's license]. If you require any additional information, please let me know.

I look forward to your response within the statutory time limit.

Sincerely,

[Your Name]

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