

SAR addressed to a public authority or government body

Subject: Request for Personal Data Under Data Protection Law

Dear Data Protection Officer,

I am writing to formally request access to all personal data about me that is held by [Government Agency]. This request includes any official records, application forms, internal notes, correspondence, and digital files linked to my name or identification details.

Please also inform me of the following:

- How my data is used and stored
- With whom it has been shared
- How long it will be retained

I have enclosed a copy of my identification for verification. I trust this request will be handled promptly within the legal timeframe.

Yours faithfully,

[Your Name]

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