

Room 2.87  
Sessions House  
County Hall  
Maidstone  
Kent  
ME14 1XQ

Tel: 03000 41xxxx  
Fax: 03000 420303  
Email: [dataprotection@kent.gov.uk](mailto:dataprotection@kent.gov.uk)  
Your ref:  
Our ref:  
Date:

Dear

**GDPR & Data Protection Act 2018 - Request for Access to Personal Information**

Thank you for completing Kent County Council's application form for access to xxxxx personal information and for supplying proof of residency and identity and XXXXX

I have made arrangements to search our files and systems for the information you have requested. As soon as we have completed our search, I will forward the results to you by special delivery on or before the xxxxxx (one month from date of receipt – xxxxxx).

The information you have provided will be held and used by Kent County Council for searching our records and progressing your enquiry. To find out more about how we use your information, and your rights under legislation, please see our [Information Rights Privacy Notice](https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/office-of-the-general-counsel/information-rights-privacy-statement). **Include web address or postal copy as appropriate** (<https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/office-of-the-general-counsel/information-rights-privacy-statement>)

If we require any additional information, we will contact you. In any communication regarding your request, please quote our reference – xxxxx

Yours Sincerely

Your Name  
Information Access Officer  
Information Resilience & Transparency Team