

Reply to Subject Access Request providing the information requested

Our Ref:

Insert Date

Insert Name/Address

Dear Insert Salutation

GENERAL DATA PROTECTION REGULATIONS/DATA PROTECTION ACT 2018**SUBJECT ACCESS REQUEST**

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

We are pleased to enclose the information you requested.

Consideration depending on request

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If you would like clarification of any of aspect of the correspondence, please feel free to contact me on Telephone No: 028 9040 0710. Please remember to quote the reference number supplied.

Yours sincerely/faithfully

Alison Vitty (Miss)
CORPORATE MANAGER