

Acknowledgement Letter

Our Ref:

Insert Date

Insert Name/Address

Dear Insert Salutation

GENERAL DATA PROTECTION REGULATION/DATA PROTECTION ACT 2018

SUBJECT ACCESS REQUEST

I refer to your letter/email/fax of date requesting information about (subject) and would acknowledge receipt of same. Your request will be processed as soon as possible and certainly within 30 days of the date we receive the request and all associated documentation ie consent/form of authority.

You will also find further information on our website at <http://www.nias.hscni.net/about-the-trust/data-protection> about how we hold and process your information.

In the interim, please do not hesitate to contact me on Telephone No: 028 9040 0710 with any queries that you may have. Please remember to quote the reference number above provided.

Yours sincerely/faithfully

Alison Vitty (Miss)
CORPORATE MANAGER