

[Name]
[Address]

Dear [Name]

Response to your data subject access request dated [date received].

We write further to your request for details of the personal data which we hold which relates to: [enter details of data requested]

Please find included with this letter paper copies of the files we hold.

To identify the material you have requested we have used the following search criteria:

- Search for [data / names etc searched to include the abbreviation/acronym xxx (whatever is requested)]
- To return the documents concerned with the [subject if requested] we have added the selection criteria [xxxxxx].
- We have not included the term [xxxxxx] or [xxxxxx job title if relevant] as the Subject Access Request can only be made for an identified individual.

We can confirm the following in relation to the areas covered under section 7 of the DPA and data existing on the date when your request was made:

THE PURPOSES FOR WHICH THE PERSONAL DATA IS PROCESSED:

1. We have chosen to provide to you the copy documents (redacted where necessary) instead of merely setting out the personal data held. From the documents themselves, it should be self-evident what the purpose for processing the data was in each case. A summary list of such purposes includes [select relevant purpose]:

- Replying to FOI requests
- Responding to your [xxxxxx] requests
- Processing your applications for [xxxxxx]
- Progressing the litigation you previously brought
- Processing the termination of your employment

THE RECIPIENTS OR CLASSES OF RECIPIENTS OF PERSONAL DATA TO WHOM THE DATA WAS OR MAY HAVE BEEN DISCLOSED:

2. As stated above, given that we have disclosed actual copies of the documents in question, it should be apparent who the recipients of each item of data are.

THE INFORMATION WHICH COMPRISES PERSONAL DATA:

3. The personal data is apparent from the face of the documents provided.

ANY INFORMATION ON THE SOURCE OF THE DATA:

4. The data has been extracted from the [provide server details / IT specifications if relevant]. The departments / persons involved and the methodology used is set out above. From the documents provided, you can ascertain the source of the data.
5. Some names and identifying particulars have been deleted to protect the identity of third parties.
6. Some personal data has been omitted because it is subject to legal privilege.

[Insert any additional information relevant to request and enquiry]

Yours sincerely

Office of the Police Fire and Crime Commissioner