

**Private & Confidential**

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Kent ME14 1XQ

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

Dear

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

Further to your request for access to XXXXXXXX personal information I am pleased to enclose copies of the records that you are entitled to receive.

(Include a paragraph about what information has been withheld and why)

I hope you are satisfied with the information provided, but please do not hesitate to contact me if you would like to discuss this further.

However, if you are unhappy with any element of this response, please follow our complaints process; details can be found at this link <https://www.kent.gov.uk/about-the-council/complaints-and-compliments#tab-10> on our website. Please quote our reference SAR/ / [plus iCasework ref].

Yours sincerely

Information Access Officer  
Information Resilience & Transparency Team