MONACO SOLICITORS

monacosolicitors.co.uk

0800 533 5134 or 020 7717 5259

Dear Sir or Madam

**Free Legal Letters and Documents: Templates and Examples**

Many thanks for visiting Monaco Solicitors’ website. We attach copy of the document that you asked for and hope you will find it useful.

If we can be of any further help, please do get in touch by ‘phone or via our website.

Yours faithfully

Monaco Solicitors

**MONACO SOLICITORS**

**Subject access request: Example 1**

**PRIVATE AND CONFIDENTIAL**

**[Employer]**

**[Date]**

Dear Sir or Madam

**Subject Access Request**

I, [Your name], make the following request:

Under the General Data Protection Regulation (2018) please supply copies of all correspondence, emails, letters, instant messenger, text, WhatsApp, data and other records relating to:

[1] my performance from [Date] to date

[2] my sickness absences and my health from [Date] to date

[3] the decision to consider my role for redundancy

[4] any offer to be made to me by way of a redundancy or other settlement package

[5] any discussions between staff at Employer between [Date] and [Date] regarding me leaving

[6] my contract of employment

and I would like access to the following:

* My personnel file;
* Any memoranda and notes taken (including handwritten notes) at any meeting where the above was discussed
* Emails, or any form of instant messaging or text message communication, between [individuals at employer]. (including personal emails to the extent that they were used for work purposes)

In conducting a search, please ensure that search terms include for my full name, my initials, the short name or any name or variation that might be used by any of the above people to identify me.

In the event that you do not disclose any of the documents mentioned above, I would be grateful if you could confirm that a search has been conducted and no results have been found. I may in due course, request sight of the search terms that were used and the results of the searches conducted.

It may be helpful for you to know that a request for information under the General Data Protection Regulation 2018 should be responded to without delay and within one month of receipt of the request.

If you need advice on dealing with this request, the Information Commissioner’s Office can assist you and can be contacted on 0303 123 1113 or at [ico.org.uk](https://ico.org.uk/)

Yours faithfully,

**[Your name]**