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

**[Employer address]**

**PRIVATE AND CONFIDENTIAL**

Dear  Sir or Madam

**Subject access request**

By way of this letter, I, [Your name] would like to make a subject access request as follows.

Please supply the information about me that I am entitled to under the General Data Protection Regulation (2018) relating to my performance since [Date] to  [Date] and including the decision to make my role redundant and my selection for redundancy.  I would like access to the following:

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

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

If you do not disclose any of the above documents, please confirm that a search has been conducted and that no results have been found. I may in future ask to see the search terms used and the results of the searches carried out.

I shall look forward to your written response as soon as possible, and certainly no later than one calendar month, as specified by the General Data Protection Regulation.

Should you want further information on dealing with subject access requests, the Information Commissioner’s Office can assist you (telephone: 0303 123 1113 or at [ico.org.uk).](https://ico.org.uk/)

Yours faithfully

**[Your name]**