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 4**

[Employer name]

BY EMAIL ONLY

[Date]

Dear [Name]

**[Your name]** - **Subject Access Request**

Please make all documents and correspondence within the Company’s control where our Client is the data subject available in accordance with the General Data Protection Regulation 2018.

This includes all correspondence, notes (typed and handwritten), memorandum, data sheets, emails, letters, text messages, instant messaging including WhatsApp or similar and other records. We expect that you undertake a search of the following individual’s email and telephone accounts:

[Relevant email address]

The search should include private accounts to the extent that they were used for work or business purposes. The search should be comprehensive and include search terms include for my Client’s full name, her initials, a short name or any name or variation that might be used by any of the above people to identify her.

In the event that you do not disclose any of the documents mentioned above, we would be grateful if you could confirm that a search has been conducted and no results have been found. We 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 must be responded to without undue delay (as quickly as possible according to the ICO’s guidance) and certainly no later than one calendar month.

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 [www.ico.org.uk](https://ico.org.uk/)

Please inform us by return if you require my Client to pay a fee  to cover your administrative expenses.

Yours faithfully

[Lawyer name]

Monaco Solicitors