# GDPR: response to subject access request

[insert data controller’s name, company address, date]

Dear [addressee],

Regarding your communication by [email/letter/telephone] requesting a subject access request for [details].

We confirm that we process your personal details. Here is the information you requested:

## Processing of Personal Data

Your personal data is processed for the following purposes:

[details, e.g. “Performance of a contract with you”]

Personal data processed:

[details, e.g. “Identity Contact Details” ]

## Disclosures of Personal Data

[details, e.g. “We have not shared your personal details” or “we have shared your personal details with: courier/contracted third parties/etc ”]

## Transfer of Personal Data outside the UK or EEA

[details, e.g. “We do not transfer personal data outside the UK or EEA.”]

## Retention of Personal Data

[details, e.g. “We will keep your personal details for a period of six years from end of last contract with you.”]

## Your rights under GDPR

The GDPR provides the following rights for individuals:

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling.

Do not hesitate to get in touch if there are any queries.

Yours sincerely,

[data controller’s name]