Time sensitive document

**Your name** (we, us, our)

123 fake street

Town

City

Postcode

Date: 18th May 2022

**Their name** (you, your)

567 fake street

Town

City

Postcode

**OFFICE FOUND**

Within the universal maxim of law notice to agent is notice to principal, notice to principal is notice to agent. All addressed parties jointly and severally as well as their successors, nominees and assigns.

**NOTICE OF SPECIFIC DATA SUBJECT ACCESS REQUEST**

Re: **Incident**.

To **Name of person**

Title: **Title of person**

I hereby give you written notice and request for an official Specific Data Subject Access Request.

This notice and subsequent Data Subject Access Request is in accordance with The Data Protection Act 2018 and General Data Protection Regulations (GDPR).

The Data Protection Act 2018 is a United Kingdom Act of Parliament which updated data protection laws in the UK. It is a national law which complements the European Union's General Data Protection Regulation and replaces the Data Protection Act 1998.

This Specific Data Subject Access Request is in relation to an on-going investigation regarding a serious violation of my rights, concerning a breach of security pertaining to my personal and private information, which has been deliberately carried out by a member of your staff and an employee of your company.

It is required that you supply all relevant data relating to me, where it must be noted that I am fully entitled to under the General Data Protection Regulations and The Data Protection Act 2018, section 45.

As this is a Specific Data Subject Access Request, the following questions shall need to be fully and completely answered.

Regarding the breach of my personal data carried out by **Name** on the **date**:

1. **Insert request.**
2. **Insert request.**
3. **Insert request.**

I also requested the full name and contact information of the person who was in receipt of my personal data.

Therefore I wish to ask the following:

1. **Their names.**
2. **Their place of work.**

Once these questions have been answered, I shall submit any and all findings to my legal team so we can ascertain the correct course of action.

Within the regulations as stipulated by the Information Commissioners Office, any organisation dealing with a Data Subject Access Request, have one calendar month to reply to all the questions given.

If you need advice on dealing with this request, the Information Commissioner’s Office can assist you. The website is ico.org.uk or it can be contacted on 0303 123 1113.

Thank you for your time and assistance in this matter. Signed with respect and honour and without malice, vexation, argument or merriment.

 My very best regards

 By:

All Rights Reserved

**Your name**

No assured value, no liability

Errors and Omissions Excepted

without recourse – non assumpsit

**END OF NOTICE**