

Response to be sent within one month or has previously explained the reasons for extending the period for reply through an initial holding response and further correspondence.



PRIVATE AND CONFIDENTIAL

[INSERT DATA SUBJECT ADDRESS]

Dear [•]

Response to your data subject access request dated [•] pursuant to Article 15 of the General Data Protection Regulation (GDPR)

We write further to your recent correspondence in respect of the request for a copy of all information about you ("**Requested Information**"), which is known as a subject access request ("**SAR**").

All data relating to the Requested Information is either held on our IT systems or on the local drives of those individuals who have corresponded with you] or on our paper files. We have searched all of these files, our IT system and our e-mail systems and our paper files for your personal data in respect of the Requested Information. A copy of this information is enclosed/attached.

You will note that various documents will have text redacted. Names and identifying particulars of third parties have been redacted to protect third parties' personal data and also information which is not your personal data or is covered by an exemption (see below) has also been redacted.

[Some personal data has been omitted for the following reasons (delete if not relevant):

- [It is subject to legal privilege.]
- [It consists of a confidential reference given by us for employment purposes.]
- [It consists of records of intentions in relation to negotiations between us and you, disclosure of which we consider would be likely to prejudice those negotiations.]
- [It consists of health records and we consider that disclosure would be likely to cause serious harm to another person.]]

Your rights in connection with personal data

You may be interested to know of certain rights that you have in connection with your personal data. In particular, you have the right to correct the personal data that we hold about you or restrict the processing of your personal data under certain circumstances. You may also, under certain circumstances, have the right to object to the processing or to request erasure of your personal data.

You also have the right to make a complaint to the data protection supervisory authority in the UK, the Information Commissioner. For further information, see the Information Commissioner's Office website at <https://ico.org.uk/concerns/>.

We can confirm the following in relation to the personal data existing in the Requested Information on the date when your request was made.

1. **The purposes for which the personal data is processed:**

[Insert purposes for processing e.g. to send information regarding events or fundraising campaigns].

2. **The categories of personal data concerned.**

[insert categories of personal data e.g. name, email, gender etc.]

3. **The recipients or classes of recipients of personal data to whom the data has or may have been disclosed:**

[insert details of recipients (by name or generic class) in particular in third countries or international organisations e.g. commercial partners, IT service providers, governmental bodies i.e. HMRC etc.].

4. **The period for which personal data will be stored or criteria used to determine that period.**

[List of categories of data and period stored or criteria used to determine that period e.g. 6 years after last contact/end of membership]

5. **Any information available as to the source of the data:**

[E.g. employees, you]

[Some names and identifying particulars have been deleted to protect the identity of third parties.]

6. **[Any safeguards in place in relation to personal data transferred to third countries or to an international organisation.]**

[State whether there is an adequacy decision from the EU commission in respect of the third country and list safeguards in place if no adequacy decision e.g. international organisation is signed up to privacy shield or there EU commission model clauses have been incorporated (**see Advice note on Data Transfers outside of the EEA for further information on what this means**)]

7. **The existence of any automated decision-making**

[Identify any automated decision-making, including profiling and any meaningful information about the logic involved, any significant or envisaged consequences e.g. do you use performance software technology to make automated decisions on an athlete's performance/progression?]

As you will be aware your right of access under Article 15 of the GDPR relates solely to data which relates to you and from which you can be identified. Information which does not constitute personal data as defined by law is not disclosable. Not all of the Requested Information held on our paper files or e-mail systems constitutes your personal data. Where possible, however, we have included information held by us even if strictly speaking it is not personal data relating to you.

Please do not hesitate to contact us if you have any questions about the contents of this letter.

Yours faithfully,

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For and on behalf of Inclusive Skating