Wrotham Parish Council [Your name and full postal address]

PO BOX 228 [Your contact number]

Sevenoaks [Your email address]

Kent

TN13 9BY [The date]

Dear Sir or Madam

**Subject access request**

[Include your full name and other relevant details to help identify you].

Please supply the personal data you hold about me, which I am entitled to receive under data protection law, held in:

[Give specific details of where to search for the personal data you want, for example:

* my personnel file;
* emails between ‘person A’ and ‘person B’ (from 1 June 2017 to 1 Sept 2017)
* the CCTV camera situated at (‘location’) on for example 23 May 2017 between 11am and 5pm; and
* financial information
* If you need any more information, please let me know as soon as possible.

[If relevant, state whether you would prefer to receive the data in a particular electronic format, or printed out].

It may be helpful for you to know that data protection law requires you to respond to a request for personal data within one calendar month.

If you do not normally deal with these requests, please pass this letter to your data protection officer or relevant staff member.

Yours faithfully