Employee No

NI No

//2024

Dear Sir or Madam

**Subject access request**

Please supply the data about me that I am entitled to under data protection law relating to:

* All internal email correspondence and CCTV footage regarding myself from the …………to …………..including but not limited to any correspondence between the following people;

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* Any notes from meetings either formal or informal with myself again from the ……………. to………...
* Any notes from meetings either formal or informal about myself from the ………….. to…………
* Specifically any notes and emails subsequent to the meeting held with myself on the ………………….

If you need any more data from me, please let me know as soon as possible. It may be helpful for you to know that data protection law requires you to respond to a request for data within one calendar month.

If you do not normally deal with these requests, please pass this letter to your DataProtection Officer, or relevant staff member. If you need advice on dealing with this request, the Information Commissioner’s Office can assist you. Its website is ico.org.uk or it can be contacted on 0303 123 1113.

Yours Faithfully