**Send by email to Data Protection Officer (If have one) or HR**

**Subject: Subject Access Request**

Dear [xxx]

Please supply the personal data you hold about me, which I am entitled to receive under data protection law, including but not limited to:

* My HR File
* Emails, Whatsapps, Microsoft team chat (and any other electronic communications) to and/or from the following people: [list people] between the following dates [insert start date] to the date of this request
* Any documents relating to [my grievance/my disciplinary/my redundancy]
* [Any other documents/emails/databases that you would like to see that contain your personal data]

In addition, I would like to know upon what lawful basis [insert name of your employer] has been processing my special category personal data relating to my health.

If you need any more information, please let me know as soon as possible.

I would prefer to receive the data in electronic format if possible.

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.

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.

Regards

[Sign off with your name]