[Your full address]
[Phone number]
[The date]

The Data Protection Officer

ABF The Soldiers’ Charity

Mountbarrow House

6-20 Elizabeth Street,

London

SW1W 9RB

Dear Sir or Madam

**SUBJECT ACCESS REQUEST**

Title: Surname: First Name:

Email Address:

Home Address:

Postcode:

Please supply the information about me to which I am entitled, under the General Data Protection Regulation, relating to:

[*give specific details of the information you want, for example*:

* *Personal data about me held by the Charity;*
* *My personnel file – if an employee or past employee – but subject to time limits on data retention*
* *time frames, dates, names or types of documents, any file reference and any other information that may enable the Charity to locate your data, for example: for emails, the names of senders and recipients and approximate dates];*

I understand that proof of identification is required to ensure that the personal information requested is provided to the right person. I enclose two forms of ID as proof of identification:

* [*one with name identification (e.g. Driving Licence, Passport or Birth Certificate), and*
* *one with a form of address identification dated in the last three months*]..

Yours faithfully

[Signature]

Note: In advance of implementation of the General Data Protection Regulation (GDPR) on 25th May 2018, the Charity is not charging a fee for the Subject Access Request and will aim to provide the information within 30 calendar days (40 calendar days pre-GDPR).