



## **Subject Access Request Standard Letters**

### **STANDARD LETTER 1 ACKNOWLEDGEMENT**

Dear  
Re: Subject Access Request

I am writing to acknowledge your request for information dated xxxxxxxx.

We are dealing with your request and will be in contact with you again.

Yours

[signatory]



**STANDARD LETTER 2  
FURTHER INFORMATION REQUIRED FROM APPLICANT**

Dear  
Re: Subject Access Request

Thank you for your information request dated xxxxxx.

Unfortunately you have provided insufficient detail to allow me to process your request. Could you please give me a better description so that I can give you the information you want.

To assist you I am enclosing a copy of a suitable form for you to use, which is also available on the website.

I look forward to your response. In the meantime your request has been put on hold. If I do not hear from you within 30 days of the date of this letter I will assume that you no longer want this information and I will therefore take no further action.

If you have any complaints in respect of your information request, please write to the Chief Executive at the above address or complete the on-line complaint form that can be found at [www.enfield.gov.uk](http://www.enfield.gov.uk). If your complaint is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner's Office for a decision.

Yours

[signatory]



**STANDARD LETTER 3  
REQUEST FOR INFORMATION TO BE PROCESSED AS A SUBJECT  
ACCESS REQUEST**

Dear  
Re: Request for information

I am writing to acknowledge your request for information dated xxxxx .

The information you have requested is classified as personal information under the Data Protection Act 2018 and we will be dealing with your request as a Subject Access Request rather than a Freedom of Information Request.

In order for us to supply the information you have requested, you will need to provide us with the necessary identification. To assist you I am enclosing a copy of a suitable form for you to use, which is also available on the website.

I look forward to your response. In the meantime your request has been put on hold. If I do not hear from you within 30 days of the date of this letter I will assume that you no longer want this information and I will therefore take no further action.

If you have any complaints in respect of your information request, please write to the Chief Executive at the above address or complete the on -line complaint form that can be found at [www.enfield.gov.uk](http://www.enfield.gov.uk). If your complaint is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner's Office for a decision.

Yours

[signatory]



**STANDARD LETTER 4**  
**INFORMATION NOT HELD**

Dear  
Re: Subject Access Request

Thank you for your information request dated xxxxxx.

The Council does not hold the information that you have requested.

If you have any complaints in respect of your information request, please write to the Chief Executive at the above address or complete the on-line complaint form that can be found at [www.enfield.gov.uk](http://www.enfield.gov.uk). If your complaint is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner's Office for a decision.

Yours

[signatory]



**STANDARD LETTER 5  
THIRD PARTY CONSULTATION NOTIFICATION TO APPLICANT**

Dear  
Re: Subject Access Request

Thank you for your information request dated xxxxxxx.

The information you want is subject to an exemption for information supplied in confidence and I need time to consult third parties before I can consider releasing it.

I will write to you again before (date).

If you have any complaints in respect of your information request, please write to the Chief Executive at the above address or complete the on-line complaint form that can be found at [www.enfield.gov.uk](http://www.enfield.gov.uk). If your complaint is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner's Office for a decision.

Yours

[signatory]



**STANDARD LETTER 6**  
**THIRD PARTY CONSULTATION NOTIFICATION TO CONSULTEE**

Dear  
Re: Subject Access Request

We have received a request for information under the Data Protection Act from (name/details).

Information that we believe to be relevant to the request and which we need to consider for release to the applicant includes documentation that you have previously provided to us.

This information may be subject to third party duty of confidentiality and we would be grateful for your views on the potential disclosure of it to the applicant. You will be aware that the Council is under a legal obligation to respond to requests for information within 1 month and in view of this if I do not hear from you within 14 days I will assume that you have no objections to the disclosure of the information.

The Council will take any views that you express into consideration, but will not automatically withhold information unless there are clear legal grounds to do so.

\*\* In order to assist you in responding to this letter the information that you provided is attached (electronic or hard copy, edited/redacted as necessary).

OR

\*\* In order to assist you in responding to this letter a brief summary of the information that you provided is detailed below.

Yours

[signatory]

**\*\* *Delete as appropriate***



**STANDARD LETTER 7  
REQUESTED FORMAT UNAVAILABLE**

Dear  
Re: Subject Access Request

Thank you for your information request dated xxxxxx.

The Council does hold the information that you have requested but, unfortunately, we are unable to provide it in the format that you require. As an alternative, I have enclosed (a paper copy/an English version on paper/etc.) of the information and hope that this satisfactorily meets your requirements.

Please contact me again if you require any further assistance with your request and I will do my best to provide relevant help and advice.

If you have any complaints in respect of your information request, please write to the Chief Executive at the above address or complete the on-line complaint form that can be found at [www.enfield.gov.uk](http://www.enfield.gov.uk). If your complaint is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner's Office for a decision.

Yours

[signatory]



**STANDARD LETTER 8  
FEE LIMIT EXCEEDED**

Dear  
Re: Subject Access Request

Thank you for your information request dated xxxxxxx.

Unfortunately, I have estimated that the time it will take to undertake the necessary search, retrieval and preparation work that will enable us to respond to the request you have made will exceed the fee limit as set out in the Fee and Appropriate Limit Regulations. Therefore, the Council is not obliged to provide a response.

For information purposes, the fee limit set down by the Lord Chancellor is and in our case this equates to a maximum of hours' of search and retrieval time.

However, you should be advised that a modified request will be given due consideration provided the work involved does not, again, exceed the fee limit. Any modification to your request will be treated as a new request for the purposes of the Data Protection Act.

Please contact me again if you require any further assistance on this matter and I will do my best to provide relevant help and advice.

If you have any complaints in respect of your information request, please write to the Chief Executive at the above address or complete the on-line complaint form that can be found at [www.enfield.gov.uk](http://www.enfield.gov.uk). If your complaint is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner's Office for a decision.

Yours

[signatory]





**STANDARD LETTER 9  
FULL REFUSAL NOTIFICATION**

Dear  
Re: Subject Access Request

Thank you for your information request dated xxxxxx.

Your request has been given careful consideration. However, the Council is not able to give you the information because it is exempt from disclosure. I have set out the reasons for this decision below.

<b>Exemption Description</b>	<b>Reason / Explanation</b>

If you have any complaints in respect of your information request, please write to the Chief Executive at the above address or complete the on-line complaint form that can be found at [www.enfield.gov.uk](http://www.enfield.gov.uk). If your complaint is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner's Office for a decision.

Yours

[signatory]



**STANDARD LETTER 10  
PART DISCLOSURE/PART REFUSAL NOTIFICATION**

Dear  
Re: Subject Access Request

Thank you for your information request dated xxxxxx.

After giving careful consideration to your request I am able to respond in part by providing you with some of the information you are seeking.

I have enclosed a copy of the information I am able to supply in respect of the aspect of your request.

The Council is not able to give you the rest of the information because it is exempt from disclosure. I have set out the reasons for this decision below.

<b>Exemption Description</b>	<b>Reason / Explanation</b>

If you have any complaints in respect of your information request, please write to the Chief Executive at the above address or complete the on-line complaint form that can be found at [www.enfield.gov.uk](http://www.enfield.gov.uk). If your complaint is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner's Office for a decision.

Yours

[signatory]



**STANDARD LETTER 11  
REPEATED NOTIFICATION**

Dear  
Re: Subject Access Request

Thank you for your information request dated xxxxxx.

The Council is not prepared to respond to this request on the grounds that you have previously requested and been supplied with the same or similar information.

If you have any complaints in respect of your information request, please write to the Chief Executive at the above address or complete the on-line complaint form that can be found at [www.enfield.gov.uk](http://www.enfield.gov.uk). If your complaint is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner's Office for a decision.

Yours

[signatory]