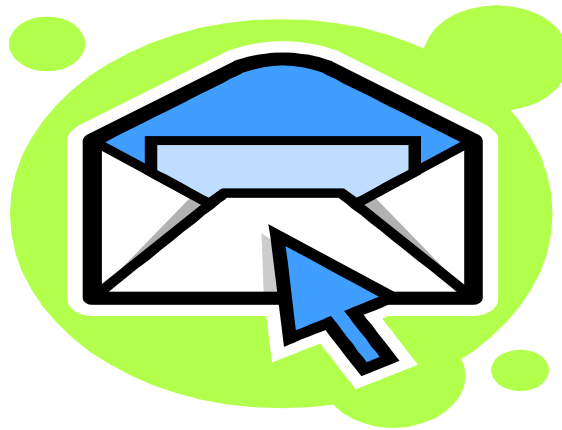


Sample Letters

- Sample letter 1 - Requesting Proof of Identity
- Sample letter 2 - Seeking further information
- Sample letter 3 - Seeking further information *and* requesting proof of identity
- Sample letter 4 - Acknowledgement letter
- Sample letter 5 - Requesting opinion of third party
- Sample letter 6 - Reply providing requested information
- Sample letter 7 - Reply providing part release of requested information
- Sample letter 8 - Reply refusing to provide requested information



Letter 1
Obtaining proof of identity

**Applicant's name &
address**

Official's address

Telephone:

Email:

**Your
reference:**

**Our
reference:**

DP ref no.

Date

Dear [Dr, Mr Mrs, Ms etc]

Data Protection Act 1998

Thank you for your letter of [] requesting
information about [].

To enable me to deal with your request, I would be grateful if you would provide me with proof of your identity. A photocopy of the relevant page of your passport or driving licence and a recent utilities bill would be acceptable. Please let me know if this causes any difficulties.

Section 7(3) of the Data Protection Act states that '*Where a data controller (a) reasonably requires further information in order to satisfy himself as to the identity of the person making the request under this section and to locate the information which that person seeks, and (b) has informed him of that requirement, the data controller is not obliged to comply with the request unless he is supplied with that further information.*'

If you have any queries about this letter, please contact me.

Yours sincerely

[Name, address, email address and telephone no of issuing officer]

Letter 4
Acknowledgement letter

**Applicant's name &
address**

Official's address

Telephone:

Email:

**Your
reference:**

**Our DP ref no.
reference:**

Date

Dear [Dr, Mr Mrs, Ms etc]

Data Protection Act 1998

Thank you for your letter of [] requesting information about
[].

I am writing to let you know that we have received your requests and will process it
as soon as possible, and certainly within 40 calendar days from the date of receipt.

You will hear back from us by [] at the latest.

Yours sincerely

[Name, address, email address and telephone no of issuing officer]

Letter 5
Obtaining the opinion of a third party

Third Party's name & address

Official's address

Telephone:

Email:

Your reference:

Our reference: **DP ref no.**

Date

Dear [Dr, Mr Mrs, Ms etc]

Data Protection Act 1998

I am writing to seek your views on the disclosure of [*give brief description of document(s)*].

We have received a subject access request under the Data Protection Act 1998. Under the Act, the data subject has a right to receive copies of the information we hold about them unless particular exemptions apply. These exemptions include information about third parties where the third party's interest in the data remaining confidential is greater than the data subject's interest in receiving the data.

In our search, we have identified some records that involve you. Before disclosing substantive third party information, it is our practice to seek the views of the third party concerned and to take these views into account when applying the exemption. The data subject has the right to challenge any non-disclosure decisions that we make. This means that we cannot guarantee that these records will not be disclosed. However, we will ensure your views are taken into account in any decision about their disclosure.

The items concerned are included in [*describe file*]. They are:

- 1.
- 2.

I enclose copies of them for your information.

Please let me know whether or not you have any objections to the disclosure of these records. If you do have objections, please could you explain their nature so that we can take your views into account when considering whether to disclose?

The Data Protection Act requires us to reply to the data subject by [*date of 40 day deadline*], so I would be grateful if you could reply to this letter by [*date – allow enough time to weigh the issues and to reply*].

If you would like clarification of any of the points I have raised, please feel free to contact me.

Yours sincerely

[Name, address, email address and telephone no of issuing officer]

Letter 6
Replying to a SAR providing requested information

**Applicant's name &
address**

Official's address

Telephone:

Email:

**Your
reference:**

**Our DP ref no.
reference:**

Date

Dear [Dr, Mr Mrs, Ms etc]

Data Protection Act 1998]

Thank you for your letter of [] making a subject access request for []]

We are pleased to enclose the information you requested.

The supply of information under the Data Protection Act does not give the recipient the automatic right to re-use it in any way that would infringe copyright. This includes, for example, making multiple copies, publishing and issuing copies to the public. Permission to re-use the information must be obtained in advance from the Controller of HMSO who has responsibility for the licensing of Crown copyright material.

Under the terms of the Data Protection Act 1998, there is a right of complaint to the Information Commissioner if you are dissatisfied with the decision made in relation to your request to the Department of Finance and Personnel. The address for the Information Commissioner is:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
CHESHIRE
SK9 5AF

Yours sincerely

[Name, address, email address and telephone no of issuing officer]

Letter 7
Part Release of Information

**Applicant's name &
address**

Official's address

Telephone:

Email:

**Your
reference:**

**Our DP ref no.
reference:**

Date

Dear [Dr, Mr Mrs, Ms etc]

Data Protection Act 1998

Thank you for your letter of [] making a subject
access request for [].

I am pleased to enclose some/most of the information you have requested. However, you will notice that (*if there are gaps in the document*) parts of the document(s) have been blacked out/ (*if there are fewer documents enclosed*) I have not enclosed all of the information you have requested.

This is because, although the Department holds all the information you requested, I cannot supply you with all of it as part is [*explain why it is exempt*].

Under the terms of the Data Protection Act 1998, there is a right of complaint to the Information Commissioner if you are dissatisfied with the decision made in relation to your request to the Department of Finance and Personnel. The address for the Information Commissioner is:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
CHESHIRE
SK9 5AF

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Controller of HMSO who has responsibility for the licensing of Crown copyright material.

Yours sincerely

[Name, address, email address and telephone no of issuing officer]

