

[Your Name]

[Your Address]

[Your Email Address]

[Your Telephone Number]

Date: [Insert Date]

Private & Confidential

Data Protection Officer

[Organisation]

Subject: Formal Request for Review of Subject Access Request Compliance and Accuracy of Personal Data

Dear Data Protection Officer,

I write to request a formal review of your organisation's handling of my Subject Access Request and your compliance with the UK General Data Protection Regulation and the Data Protection Act 2018.

Despite submitting a lawful Subject Access Request, I remain concerned that my personal data has not been fully disclosed and/or that inaccurate personal data continues to be processed.

1. Missing Personal Data

I believe the following information has not been disclosed:

- [Document]
- [Document]
- [Document]

These records are referred to within other disclosed documents and I therefore have reason to believe they are held by your organisation.

Please explain:

- whether these documents are held;
- whether they have been withheld;
- the legal basis for any refusal to disclose them; and
- the exemption relied upon, if applicable.

2. Accuracy of Personal Data

I also dispute the accuracy of the following personal data:

Record	Why it is inaccurate	Evidence
[Record]	[Explanation]	[Evidence]
[Record]	[Explanation]	[Evidence]

Under Article 5(1)(d) UK GDPR, personal data must be accurate and, where necessary, kept up to date.

I therefore request that you:

- review the disputed information;
- rectify any inaccurate personal data pursuant to Article 16 UK GDPR;
- where accuracy is disputed and cannot immediately be determined, restrict processing where appropriate and record that the information is disputed; and
- confirm what steps have been taken.

3. Internal Review

Please treat this correspondence as a formal request for an internal review of your organisation's compliance with its obligations under the UK GDPR.

If you maintain your current position, please provide a detailed written explanation identifying:

- the factual basis for your decision;
- the evidence relied upon;
- the legal basis for refusing disclosure and/or rectification; and
- details of your internal complaints procedure.

Should the matter remain unresolved, I reserve the right to refer the matter to the Information Commissioner's Office and to rely upon your response in any subsequent legal proceedings.

I look forward to your response.

Yours faithfully,

[Name]