

[Your Name]

[Your Address]

[Your Email Address]

[Your Telephone Number]

Date: [Insert Date]

To: Data Protection Team / Subject Access Request Team

Subject: Request for Written Explanation of Refusal to Comply with Subject Access Request

Dear Sir or Madam,

I refer to my Subject Access Request dated [date], and your response dated [date].

I am concerned that my request has either been refused in whole or in part, and/or that information which I reasonably believe is held has not been disclosed.

I request that you provide a full written explanation of your decision.

In particular, please identify:

1. Whether you consider my Subject Access Request to have been fully complied with.
2. If any information has been withheld, the specific documents or categories of documents that have been withheld.
3. The precise legal basis relied upon for withholding each document or category of information, including the relevant provisions of the UK General Data Protection Regulation and/or the Data Protection Act 2018.
4. Whether any exemptions have been applied and, if so, how those exemptions have been assessed.
5. Whether any information has been redacted and the legal basis for each redaction.
6. Whether any records have been deleted, destroyed or archived since receipt of my Subject Access Request.
7. Whether searches were conducted across all systems where my personal data is held, including but not limited to emails, electronic case management systems, handwritten records, archived records, meeting notes, audit logs, recordings and correspondence.

There are a number of records which I believe exist but have not been disclosed. These include:

- [Insert missing document]
- [Insert missing document]
- [Insert missing document]

Please confirm whether these documents are held and, if not disclosed, explain the lawful basis for withholding them.

If you maintain that no further information is held, please confirm that this is your final position after all reasonable searches have been undertaken.

I would be grateful for your response within 28 days. Should this matter remain unresolved, I will consider referring the matter to the Information Commissioner's Office and, where appropriate, seeking relief through the Court.

Yours faithfully,

[Name]