

## Subject Access Requests

### Sample letter to request access to your personal data

**You may find the following sample letter helpful when putting forward your request. It may be useful for you to keep a copy of your letter together with a record of any further correspondence.**

Your name and address

Your contact phone or e-mail address

Date

Attn: Iain Gray MSP

Email: [iain.gray.msp@parliament.scot](mailto:iain.gray.msp@parliament.scot)

Address:

The Scottish Parliament

Edinburgh

EH99 1SP

Please send me the information which I am entitled to access under Article 15 of the General Data Protection Regulation in relation to .....

The personal data that I seek relates to [dates during which you had contact with us, any reference numbers quoted on any correspondence with us/the name of the Office with which you corresponded].

[I have enclosed the following information to enable you to verify my identity: [list]

If you require further information from me, please let me know as soon as possible.

Yours sincerely,

[Your signature]