Holbeach Hospital & Nursing Home

Boston Road North, Holbeach, Spalding, Lincolnshire, PE12 8AQ Phone: 01406 422283

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GDPRF03 - Template Subject Access Request Letter



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Michael Brett, Trustee and Financial Director Holbeach Hospital & Nursing Home

Boston Road North Holbeach Spalding Lincolnshire

PE12 8AQ

Date:

Dear Michael Brett

# Subject Access Request under the General Data Protection Regulation 2016

I am writing to make a Data Subject Access Request pursuant to the General Data Protection Regulation 2016.

# Scope of Request

[This is a general request that relates to any personal data processed about me by or on behalf of Holbeach Hospital & Nursing Home].

# [OR]

I only require information in respect of the following:

[Insert any information you think would help us to find what you are seeking, or let us know if there is something in particular you require]

# [Locating the data]

[Please only provide documents and emails that were created and/or sent between [Insert date range].] [Please only provide emails that were sent between [Insert names].]

Yours sincerely,

[Please enter your full name]

**Note: All QCS Policies are reviewed annually, more frequently, or as necessary.**