# Private and Confidential – Correspondance between HR and applicant below.

\*\*YOUR NAME AND ADDRESS, EMAIL AND MOBILE\*\*

DATA CONTROLLER

To whom it may concern,

***Data subject access request under the Data Protection Act 1998***

I am writing to make a data subject access request under section 7 of the Data Protection Act 1998.

**SCOPE OF MY REQUEST**

Please provide me with all of the information held by yourselves, held on company files and devices electronically and paper, as well as all emails held internally regarding myself and children \*\*WRITE ALL YOUR FULL NAMES AND DATES OF BIRTH\*\*to which I am entitled under the Data Protection Act 1998 in relation to:

* Emails internally and externally, phones, documents and written conversations which are either about myself, children stated
* Video footage of myself and children and first point of origion.
* Case notes held on myself and my children
* Minutes of meetings, documented phone calls, appointments and notes internally and externally regarding myself and children stated above, including between cafcass, police, social services and all relevant services.
* Personal files kept on myself and children stated above.
* Any records kept on decision making in relation to the process in and around myself and children from \*\*what year they got involved\*\* to date.

***Information to supply***

Once you have identified personal data regarding the persons stated within the scope of this request, please provide a copy of the information constituting personal data and also:

* Provide a description of the data.
* Explain the purposes for which the data in processed.
* Identify the source and sources of the data.
* Set out to whom the data has been disclosed from and had been disclosed too.

***Identification***

I enclose a copy of my \*\*state whether it’s a passport or driving licence\*\* to confirm my identity.

I look forward to hearing from you in relation to the above request, within the statutory time limit of total 30 calender days including the date of receipt of this request with all hardcopy, digital, audio and video footage in chronological order.

Yours Sincerely

\*\*SIGN HERE\*\*