**Letter template to access your data**

[Your full address]

[Phone number]

[Email address] [The date]

Dear Intercom Trust,

Subject access request

[Your full name and address and any other details to help identify you and the data you want. Please note: we will not be able to give out any information if we cannot identify that you are the person about who the data is kept.]

Please supply the data about me that I am entitled to under data protection law relating to: [give specific details of the data you want, for example:

* my personnel file
* my client logs
* emails between ‘person A’ and ‘person B’ (for example, from 1 June 2017 to 1 Sept 2017)]

If you need any more data from me, or a fee, please let me know as soon as possible. It may be helpful for you to know that data protection law requires you to respond to a request for data within one calendar month.

If you do not normally deal with these requests, please pass this letter to your Information Governance Lead, or relevant staff member. If you need advice on dealing with this request, the Information Commissioner’s Office can assist you. Its website is ico.org.uk or it can be contacted on 0303 123 1113.

Yours faithfully

[Signature]

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Address to:

Information Governance Lead, Confidential Helpline 0800 612 30 10

Intercom Trust,

PO Box 285,

Exeter,

EX4 3ZT

Email: helpline@intercomtrust.org.uk If you are emailing this information, please see information below so you can send your information securely. Please call if you have any queries or need any further help.