



Nexus House
Gatwick Road
Crawley
RH10 9BG
www.secamb.nhs.uk

<<insert recipient name>>

<<address>>

<<address>>

<<post code>>

<<insert date>>

Dear <<insert recipient name>>,

Response to subject access request providing requested information [Ref: <<insert number>>]

Thank you for [submitting your form/your email/] on [date], making a request for your personal data.

We enclose a copy of the information requested [provide information on format and any security features].

[Please note that, as the information that you have requested includes personal information relating to third parties, we have redacted this to protect their identities.]

[Please note that the information you have requested includes data that is subject to legal professional privilege/processed for the purpose of management planning/relates to intentions in negotiations with you/consists of a confidential reference. This information is exempt from disclosure and has therefore been removed from the data requested by you.]

To confirm, the files included are:

- [List files.]

As a data subject, you have a number of additional rights in relation to your data. You can:

- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data in certain circumstances, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation relies on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact

HRSAR
Human Resources Team

South East Coast Ambulance Service NHS Foundation Trust
Nexus House
Gatwick Road
Crawley
West Sussex
RH10 9BG
HR.SAR@secamb.nhs.uk

We trust that this responds sufficiently to your subject access request.

If you are dissatisfied with the way The Trust has dealt with your request, you have the right to appeal/complain to the Information Commissioner Office (ICO). The ICO can be contacted at:

Tel: 0303 123 1113

Email: <https://ico.org.uk/global/contact-us/>

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

<<insert name and title>>