



Nexus House  
Gatwick Road  
Crawley  
RH10 9BG  
[www.secamb.nhs.uk](http://www.secamb.nhs.uk)

<<insert recipient name>>

<<address>>

<<address>>

<<post code>>

<<insert date>>

Dear <<insert recipient name>>,

**Your Data Subject Access Request [Ref: <<insert number>>]**

I am writing to confirm our receipt of your subject access request by <<insert means of communication>>, received on <<insert date>>. [Your request has been assigned the following reference. Please quote this in future correspondence: <<insert number>>].

Based upon the information you have provided, SECamb is able to confirm that we do not hold or process any personal data about you or that relates to you.

Personal data held by us in order to respond to your subject access request (i.e. your name, contact details, and any supporting information provided by you) will be deleted or otherwise disposed of [immediately] **OR** [within <<insert period>> of the date of this letter]. [If you wish to make a subject access request [in the future] **OR** [after this time], please make a new request as no data relating to this request enabling us to identify you will be retained.]

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

Yours sincerely,

<<insert name and title>>