



Nexus House
Gatwick Road
Crawley
RH10 9BG

www.secamb.nhs.uk

<<insert recipient name>>

<<address>>

<<address>>

<<post code>>

<<insert date>>

Dear <<insert recipient name>>,

Acknowledgement of 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>>.

SECamb will respond to your request as soon as possible and, at the latest, within one month of receipt.

OR

In order to respond to your request, SECamb requires the following additional information from you: <<describe information required>>.

OR

In order to respond to your request, SECamb requires proof of your identity. Acceptable forms of identity include photocopy of passport, birth certificate, utility bills showing name and address.

Please send the above information to HR.SAR@secamb.nhs.uk as soon as possible so that we can respond to your request. The one-month period within which we are required to respond to your request will not start to run until we receive the requested information from you.

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

Yours sincerely,

<<insert name and title>>