

# Subject Access Request

Daniel Parker,  
Privacy Officer  
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Jah-Jireh (Charity) Homes

317 Lytham Road  
Warton  
Preston  
Lancashire  
PR4 1TE

Date:

Dear Daniel Parker

## **Subject Access Request under the General Data Protection Regulation 2016**

I am writing to make a Data Subject Access Request pursuant to the General Data Protection Regulation 2016.

### **Scope of Request**

[This is a general request that relates to any personal data processed about me by or on behalf of Jah-Jireh (Charity) Homes].

**Or**

I only require information in respect of the following:

[Insert any information you think would help us to find what you are seeking, or let us know if there is something in particular, you require]

### **[Locating the data]**

[Please only provide documents and emails that were created and/or sent between [Insert date range].]

[Please only provide emails that were sent between [Insert names].]

Yours sincerely

[Please enter your full name]