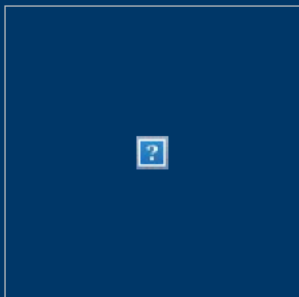


**From:** [noreply@ico.org.uk](mailto:noreply@ico.org.uk)  
**To:** [REDACTED]  
**Subject:** Subject access request from Test  
**Date:** 26 April 2024 16:24:33

External: This email originated outside the ICO.



## Subject access request from Test

Hello Test,

This is a request for personal information (data subject access request).

Please supply all the personal information the person is entitled to receive under data protection law.

This email contains details of the request and how to locate the information. It also contains guidance from the Information Commissioner's Office about how to handle this request.

You should respond to [REDACTED].

Please follow your organisation's internal process for handling subject access requests, forwarding this email to the relevant person or team and checking the validity of the request, where necessary.

---

### **Name of organisation**

Test

### **Organisation email address**

[REDACTED]

**Details of the personal information I want**

TEST

**Time period**

Test

**Reason for requesting this information**

**Other details that will help the organisation find the information**

**I am making this request for someone else**

False

**Full name (of the person making the request)**

Test

**Date of birth**

**Email**

[REDACTED]

**Address**

**Telephone**

**Customer or reference number**

**Proof of ID and address**

**Proof of ID (recommended)**

**Proof of address (recommended)**

---

**How should I handle this request?**

You must respond to a subject access request within one month of receiving it.

We've asked the requester to provide proof of ID and address where possible. The ICO has not checked the identity of the requester. You must be satisfied that you know the identity of the requester, and that the data you hold relates to them.

This request may have been made by a person acting on behalf of someone else. If so, we've asked them to provide evidence they're allowed to make the request. The ICO has not checked they have permission. You must be sure any third party has permission to make this request before responding.

You may contact the requester to clarify their request, if needed.

We have informed the requester that they should provide you with further information, if asked.

See <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/right-of-access/> for guidance about:

- \* the right of access
- \* what to consider when responding to a subject access request
- \* how to find and retrieve the relevant information
- \* how to supply the information to the requester
- \* when you can refuse a request
- \* what exemptions there are
- \* third party requests.

## Why did I get this email?

This request has been sent to you from the Make a subject access request service on the Information Commissioner's Office website, <https://ico.org.uk>

## Help us improve

This is a new service. Your feedback will help us improve it. Please tell us about your experience of receiving a subject access request via this service: <https://forms.office.com/e/wnhcQcaxD9>