[Your full address]

[Phone number]

[The date]

David Clemetson

Director

ADT Energy Ltd

The Workplace

Zebra Court

Greenside Way

Manchester

M24 1UN

Dear David Clemetson,

**RE: Subject access request**

[Your full name and address and any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the General Data Protection Regulation of 2018 relating to: [give specific details of the information you want, for example

* your personnel file;
* emails between ‘A’ and ‘B’ (between 1/6/11 and 1/9/11);
* your medical records (between 2006 & 2009) held by Dr ‘C’ at ‘D’ hospital;
* CCTV camera situated at (‘E’ location) on 23/5/12 between 11am and 5pm;
* copies of statements (between 2006 & 2009) held in account number xxxxx).

If you need any more information from me, please let me know as soon as possible.

Under ADT Energy Ltd’s privacy policy, once received, you have 30 days to respond to this request.

As the allocated Data controller for ADT Energy Ltd, it is your responsibility to respond to this request and ensure all data is accurate and complete.

Yours Sincerely

[Signature]