For the attention of Shakti Women’s Aid,

**Subject Access Request**

I am writing to request that your Data Protection Officer/ relevant staff member undertakes checks for the following data you may hold on me, which I am entitled to under current European data protection law. In accordance with the law, I request a response, including any further information needed and any fee details, within 30 calendar days.

*Insert here:*

*1) identifying information about yourself, to help us identify the correct data for you, such as:*

* *full name*
* *date of birth*
* *address*

*2) and the specific information you are looking for, such as:*

* *emails between yourself and your key worker from… until…*

Regards,

*[Your Signature]*