

*Plumfield Dental Practice understands that an individual is legally entitled to require an organisation to provide access to, or copies of, all of that individual's personal data held by that organisation. This is known as a 'Subject Access Request'.*

*You are not obliged to use the template below to make a subject access request. However, whichever means you do choose needs to be in writing and signed.*

*If you have any questions on this, please feel free to speak to a member of our team.*

**Miss Maysa Hattab,**  
**Data Protection Officer**  
Plumfield Dental Practice  
82 Warwick Road  
Carlisle  
CA1 1DZ

Date:

Dear Miss Hattab

**Re: Subject Access Request under the General Data Protection Regulation 2016**

**Full Name:**

**Date of Birth:**

**Current Address:**

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

*If you are making the request on someone else's behalf for example, your child or if you hold power of attorney, please give your details below along with any supporting information that may be helpful.*

**Full Name:**

**Relationship to the above:**

**Scope of Request -** *Please use this section to tell us what information you would like, for example;*

This is a general request that relates to any personal data processed about me by or on behalf of Plumfield Dental Practice.

**[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 for example x-rays or notes in relation to particular dates/treatment]

Yours sincerely,

***Please note: this request must be signed in order for it to be valid***