



Name
Address
Address
Town
County
Postcode

Date:
Your Ref:
Our Ref:

**Data Protection Team
Norfolk & Suffolk Constabularies**

Suffolk Constabulary Police Headquarters
Martlesham Heath
Ipswich
Suffolk
IP5 3QS

Tel No: 01473 613888 Ext 3514

Email: dataprotection@suffolk.pnn.police.uk

www.norfolk.police.uk
Non-Emergency Tel: 101

www.suffolk.police.uk
Non-Emergency Tel: 101

Dear ****Name****

Data Protection Act 2018 – Subject Access

Thank you for submitting your Subject Access application, received in this office on ****Date****, in which you have requested details held about yourself on the Suffolk Constabulary local systems.

The Data Protection Act places an obligation on the Chief Constable, when holding personal information, to provide a copy of that information, subject to the application of specific exemptions, to the individual concerned.

The law requires that an individual should be given details of the personal data held on them within a month of the receipt of a request. There are occasions when the time period to provide a response can be extended. If that is the case with your subject access request we will write to you and inform you within one month of this letter.

Should you need to discuss your application further please contact me on the above details.

Yours sincerely,

NAME
Data Protection Decision Maker