

<DATE>

Dear <NAME>

**Re: Subject Access Request (SAR)**
Further to your request under the Data Protection Act regarding personal data about you held by the <SCOUT GROUP>, can you please send us the following (delete from list as appropriate):

1. Your request in writing
2. Copies of your XX and XX in order to verify your identity
3. The £XX Subject Access Fee (Please make cheques payable to 'xx' and send to the address provided below).

To:

(provide an address)

By way of reassurance, once we have received the fee, we will endeavour to process your request as soon as we are able but, in any event, within 40 days thereafter in accordance with statutory period.

We look forward to receiving the said fee and progressing the matter.

Yours sincerely

xx

Data Protection Lead

On behalf of the <SCOUT GROUP>