

Data Controller
Council Address

Your Full Name
&
Address

Date: 12 June 2025

Second Notice – Failure To Respond To Data Subject Access Request (DSAR)

RE: Breach of Statutory Obligation under the Data Protection Act 2018 and UK GDPR

To Whom It May Concern,

This letter serves as a formal notice that you have failed to respond within the required statutory time frame of one calendar month to my Data Subject Access Request (DSAR) submitted on **Date DSAR Sent**.

Under Article 12(3) of the UK General Data Protection Regulation (UK GDPR), a response is required without undue delay and no later than one calendar month. As of today's date, your organisation is in breach of this legal requirement.

I now formally demand that you provide a full and lawful response to my original DSAR within seven (7) days from the date of this notice. Failure to do so will result in the following:

1. A formal complaint will be lodged with the Information Commissioner's Office (ICO), citing your failure to comply with both UK GDPR and the Data Protection Act 2018; and
2. Legal advice will be sought regarding possible civil proceedings for obstruction, non-compliance, and potential data concealment, which may constitute an offence under Section 173(3) of the Data Protection Act 2018 and Section 3 of the Fraud Act 2006.

You are reminded that invoking privacy, confidentiality, or commercial sensitivity is not a valid lawful reason to withhold personal data requested under a DSAR.

This failure to comply is unacceptable and will not be tolerated. You are now on formal notice.

Without prejudice, ill will, vexation, malice aforethought, or frivolity,

.....
Your Full Name Here
'Beneficiary' & 'Executor' for **YOUR TITLE & FULL NAME IN CAPITAL LETTERS**