[Your full address]

[Phone number]

[Date]

War Memorials Trust

14 Buckingham Palace Road

London

SW1W 0QP

Dear Madam or Sir,

**Subject access request**

[Your full name and address and any other details to help identify you and the information you want]

Please supply the information about me I am entitled to under Article 15 of the General Data Protection Regulation (GDPR) relating to: [give specific details of the information you want, for example

* your donations between 01/04/2011 and 31/03/2012
* emails between ‘A’ and ‘B’ (between 01/06/2011 and 01/09/2011)
* a copy of any standing order forms]

I would prefer this data to be supplied to me in [hard copy/electronically to [email address]].

I have attached a form of ID to this [letter/email] to confirm my identity. If you need any more information from me, or a fee, please let me know as soon as possible.

It may be helpful for you to know that the right to access under the GDPR states that any request for information should be responded to within one month.

If you do not normally deal with these requests, please forward this [letter/email] to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner’s Office can assist you and can be contacted on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk).

Yours faithfully,

[Signature]