**Post to**: Data Protection Officer, Warrington Foodbank, Hilda Whitfield House, 9 Tanning Court, Warrington, WA1 2HF or **email to**: [dataprotection@warrington.foodbank.org.uk](mailto:dataprotection@warrington.foodbank.org.uk)

Re: **Subject access request**

Dear Data Protection Officer

Please provide me with the information about me that I am entitled to under the UK General Data Protection Regulation. This is so I can be aware of the information you are processing about me and verify the lawfulness of the processing.

Here is the necessary information to process my request:

| **Name** |  |
| --- | --- |
| **Relationship with the foodbank** | Foodbank user/donor/employee/volunteer/trustee |
| **Correspondence address** |  |
| **Contact number** |  |
| **Email address** (this is the method we will use to respond to you unless you state otherwise) |  |
| **Details of the information I require**  (please provide the details of the specific information you require and the timescale this information relates to) |  |

If you need any more information from me, please let me know as soon as possible. I understand that I will be contacted to provide specific identification which must be provided before the foodbank will start to process this request.

Please bear in mind that under UKGDPR you cannot charge a fee to provide this information, and in most cases must supply me with the information within one month.

Yours sincerely

**Name Date**