[ON COMPANY NOTEPAPER / EMAIL]

<Name & Address>

By Email to ‘<insert email address>’

<date>

Dear <Name>,

Re: Data Access Request

I am writing to acknowledge receipt of your data request dated <date>.

I hereby notify you that we need to extend time to respond to your data subject access request.

The reason/s for us requiring more time are:

* [The volume of data produced by the search will be more than 500 records]
* [The data produced by the search will require scanning or copying of a large volume of hard copy records]
* [The results of the search will include others' personal data and / or confidential information and require redaction]
* [Third party processors will have to be involved in the process]
* [Resources available for this work re limited due to the size of the organisation]
* [<Insert other reason>]

The extension under GDPR Article 12 is for two further months, so by <date> although we hope to be able to respond to you before this further two-month deadline.

Yours sincerely,