**Well Pharmacy Superintendent’s Office**

**Merchants Warehouse**

**Castle St**

**Manchester M3 4LZ**

**Sent to:** [**raisingconcerns@well.co.uk**](mailto:raisingconcerns@well.co.uk)

**[INSERT DATE]**

**Re: Subject Access Request**

Dear Sir / Madam,

I am writing to make a Subject Access Request to you for a copy of information you hold about me to which I am entitled under the General Data Protection Regulation.

You can use the following information to identify my records:

**Name**: [YOUR FULL NAME]

**Email address**: [YOUR EMAIL ADDRESS]

**Address and postcode**: [YOUR ADDRESS]

**GPhC/PSNI number**: [YOUR GPHC OR PSNI NUMBER]

**RPSGB number**: [YOUR RPSGB NUMBER (IF APPLICABLE)]

**Well payroll number**: [YOUR WELL PAYROLL NUMBER (IF KNOWN)]

Please provide me with:

* Confirmation as to whether or not any of my personal data was shared with others outside of Well in December 2018, in the data breach referred to here: [https://www.bbc.co.uk/news/health-46638879](https://www.bbc.co.uk/news/health-46638879n)
* If any of my personal data was shared with others in the data breach referred to above, a copy of that personal data

I prefer to receive a copy of the data electronically and I would be grateful if you could send it to the email address I have provided above. I understand that I am entitled to receive this information within one month of sending you this request. If you do not normally deal with these requests, please pass this email on to your Data Protection Officer or relevant staff member.

[DELETE THIS HIGHLIGHTED TEXT AND THE NEXT PARAGRAPH IF YOU PREFER THE RESPONSE TO YOUR SUBJECT ACCESS REQUEST NOT TO BE COPIED TO THE PDA, OR IF YOU ARE HAPPY FOR THE PDA TO RECEIVE A COPY, DELETE THE HIGHLIGHTED TEXT ONLY]

Please also provide a copy of your response to my Subject Access Request to the Pharmacists’ Defence Association, by emailing it to [enquiries@the-pda.org](mailto:enquiries@the-pda.org)

Yours sincerely,

**[INSERT NAME]**