**Collecting evidence - Subject Access Request**

To:[Bus company’s name][Address][Email]

From: [Your name]
[Your address]
[Your phone]
[Email]

[Date]

Dear [Bus company’s name]

**Subject Access Request**

This letter is a Data Subject Access Request under the Data Protection law.

Please provide me with data you hold about me, including

1. All CCTV footage taken of me on [date, time and location]. [Describe how you look or send your photo]
2. And all other data you hold under my name for the period from [X date] to [X date].

Please acknowledge the receipt of this request by email. Please supply this information without delay and within 1 month period as required by Section 54 of the Data Protection Act 2018.

If you need me to clarify anything or you would like me to make a payment for processing my request, please inform me as soon as possible.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer.

Yours sincerely

[Your name]