

SUBJECT ACCESS REQUEST & EXTENSION OF TIME NOTICE

Dear Solicitor,

We acknowledge receipt of your Subject Access Request dated as per our records.

Pursuant to Article 12(3) of the UK GDPR, we wish to advise that due to the complexity and volume of records to be reviewed in relation to this request, we require an extension of the standard one-month response period.

We are therefore notifying you that we will provide our full response within three months of the date of receipt of your original request.

Reasons for the extension include:

- Large volume of archived paper records requiring manual review
- Records held across multiple sites
- Need to consult with clinical staff regarding third-party redactions

We apologise for any inconvenience this may cause and remain committed to fulfilling our obligations under data protection legislation.

Yours sincerely,
Information Governance Department