

SUBJECT SARS REQUEST

Your Name:

Your Address:

Your phone number:

Date:

[Name and address of the Organisation

[Reference number (if provided within the initial response)]

Dear [...]

SUBJECT ACCESS REQUEST

Further to my letter of **date** in which I made a subject access request, I would now like you to revisit the way you handled my request.

I requested the following information:

- The ESA85, medical report form and any evidence as to whether the report was audited and whether any amendments were made as a result.
- The ESA85A form if there was no medical.
- The ESA223 if one was acquired in my case.
- Any medical evidence from health professionals such my GP or Consultant.
- Any queries, requests for clarification, correspondence, memos, emails or other communications between contracted health professionals and the decision maker in relation to my claim or any notes or records of conversations between contracted health professionals and the DWP.
- Any other evidence considered by the decision maker in reaching their decision.

In addition I wish to be provided with a copy of any worksheet, score sheet or any similar document which sets out which descriptors, exemptions or exceptional circumstances the decision maker considered, applied or did not apply to me and any other documents which set out the justification for the decision reached in my case, also transcripts of any telephone conversations in relation to my claim.

I received a response from you on **date** from **name of person in the organisation responding**. I have attached a copy of both letters for your information.

From the information you have provided and from my reading of the Information Commissioner's Office

website at www.ico.gov.uk, I suspect you have failed to disclose all the relevant information I requested.

I believe that I have not received all the data I am entitled to. I expected to receive any personal data relating to me that may be contained within the above list.

If you have withheld any information relating to me I would be grateful if you would confirm this and inform me as to why you consider it appropriate to do so.

If there is anything further you can do to resolve this matter, or further information you can provide, please do so.

As the statutory time limit for responding to my subject access request (40 days) has now expired, I would be grateful if you could provide this information within 14 days.

I must advise you that if I do not receive a satisfactory response from you, I will submit a 'request for assessment' to the Information Commissioner's Office(ICO).

Yours sincerely

Your signature
