[INSERT NAME]

[INSERT ADDRESS]

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational Testing Services

ETS Europe UK

707 High Road

London

N12 0BT

Dear Sirs

Name:

Case ID:

DOB:

Nationality:

Identification No:

Registration number:

Test dates: [INSERT ALL TEST DATES]

I write to make a Subject Access Request under the Data Protection Act 2018. I ask that ETS process my request and provide me with copies of all data and documents that the company holds that relate to records linked to my Speaking and Writing TOEIC test sat on [insert date] and my Listening and Reading TOEIC test sat on [insert date], including but not limited to:

1. All voice recording clips;
2. Answer sheets;
3. Attendance lists.

I am aware that this information has been provided in other cases.

[ONLY IF APPLICABLE - Please note that I have an ongoing judicial review in the Upper Tribunal / appeal at the Court of Appeal] and if you do not provide my personal data to me I will inform the judge and ask for an order for disclosure. ] OR [If you do not provide my personal data to me I reserve the right to consider my legal options, including possible court action.]

I look forward to receiving my records soon.

Yours faithfully,

[INSERT FULL NAME]

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_