

Simon Cordell

Lorraine Cordell

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**From:** Concetta Nobile [mailto:Concetta.Nobile@enfield.gov.uk]  
**Sent:** 21 December 2016 13:03  
**To:** lorraine32@blueyonder.co.uk  
**Subject:** SAR 251 [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Classification: OFFICIAL - PRIVATE AND CONFIDENTIAL CORRESPONDENCE

Dear Mr Cordell,

Thank you for your request dated. As it relates to personal information, we are treating it as a Subject Access Request under the Data Protection Act 1998.

We have registered the request under reference number SAR 251 and you may quote this should you need to get back in touch with us.

Unfortunately we are unable to answer your request based on the details you have provided. To assist us in proceeding with your request, please could you provide us with further information to clarify the context in which information about you may have been processed and about the likely dates when processing occurred.

Under the Act, we are legally required to verify the identity of the data subject / requestor before we compile the data you have requested. In order to proceed with your request, please would you send us the following two forms of evidence of identity for the requestor:

- One photographic – such as a passport or driving licence (both parts)
- One address based – showing proof of name and current address (dated within the past 3 months), such as a utility bill or bank statement

Do let us know if you need information about alternative forms of documentation which are acceptable as confirmation of identity.

Yours sincerely,

Concetta Nobile

Complaints and Access to Information - Gateway Services  
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