

[your name]
[your address]
[your postcode]

[date]

Data Controller / Company Secretary
[company name]
[company address]
[company postcode]

Notice under section 11 of the Data Protection Act 1998 to cease or not to begin processing personal data for the purposes of direct marketing

Dear Sir or Madam,

With this notice I, [your full name], of [your full address], require you to cease processing personal data relating to me for the purposes of direct marketing as soon as possible and in any event within 28 days of the date of this letter.

If you do not normally handle these requests for your organisation, please pass this letter to your Data Protection Officer or another appropriate officer.

Please note that if you fail to comply with this notice, I can apply to the court for an order against you under section 11 of the Data Protection Act 1998.

I thank you for your co-operation.

Yours faithfully,

[your name]