[Your name and address]

[Name and address of the organization you are contacting]

[Place and date]

Dear Madam or Sir,

In accordance with Article 13 of the Act of 1 August 2018 on the protection of individuals with regard to the processing of personal data in criminal and national security matters, please confirm whether you are processing personal data concerning me (by automated means or in structured manual files).

In case you are, I am hereby requesting a copy, in clear and simple language, of all this data and all the information referred to in letters (a)-(g) of said Article 13.

Best regards

[Name and signature]