Date

Recipient details

Dear Sir / Madam,

**Reference ; GDPR Data retention review – Authority to retain**

As a result of the GDPR regulations, we are reviewing the information we hold with regards to the work we carried out on your behalf.

On conclusion of your investigation, we supplied you with a Final Report and the evidence we had gathered. We potentially hold copies of this information within our secure systems. The legitimate reason for this retention would be its possible requirement in any civil or Criminal Court proceedings.

We understand that the case is still pending court proceedings and would request that you authorise our retention for this purpose. The information will not be disclosed to any other party without your authority.

Could you please respond within 10 days of the date of this letter to our address;

XXXXXXXXX

XXXXXXXXX

XXXXXXXXX

Or to our email; XXXXXXXXX

Thank you in anticipation.

Kind Regards

XXXXXXXXX