Outlook

Re: LON299 - JobId: 7837598 - Private & Confidential - JobName: Akhil Kal

From Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>
Date Mon 13/10/2025 16:56
To Drishti Rangani [Londonist Legal Team] <drishti@londonist.co.uk>; Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>
Cc Sadik Isler [Londonist Legal Team] <sadik@londonist.co.uk>

Hi Drishti,

The deadline in 28th of October 2025,

Best regards,

Anil Hayat

Head of Human Resources www.londonist.co.uk



Phone: 442072871912

Mobile: 447774968996

E-mail: anil.hayat@londonist.co.uk

Address: 5 Great James Street, Holborn London, WC1N 3DB

Talk via Whatsapp KNOW US Setup Meeting



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From: Drishti Rangani [Londonist Legal Team] <drishti@londonist.co.uk>
Sent: 13 October 2025 4:54 PM
To: Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>; Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>
Cc: Sadik Isler [Londonist Legal Team] <sadik@londonist.co.uk>
Subject: Re: LON299 - JobId: 7837598 - Private & Confidential - JobName: Akhil Kal

Hi both,

When is the deadline to respond?

Drishti Rangani

Paralegal www.londonist.co.uk



Phone: 442072871912

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Talk via Whatsapp



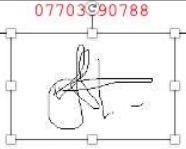
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From: Drishti Rangani [Londonist Legal Team] <drishti@londonist.co.uk>
Date: Monday, 13 October 2025 at 15:27
To: Anisa.Akram@peninsula-uk.com <Anisa.Akram@peninsula-uk.com>
Cc: Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>, Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>
Subject: Re: LON299 - JobId: 7837598 - Private & Confidential - JobName: Akhil Kal

Hi Anisa,

Our HR team has passed over your email on to me. I've had a look at your email and the attached documents, from my understanding, we would need to supply the former employee with the personal data related to the meeting minutes they've requested, where we can use the extraction method.

From my understanding, instead of sending him a direct copy of the minutes, we can extract or summarise the parts specifically related to his personal data like demonstrated in the below table. However, since the entire meeting focused on matters related to his employment, we should provide all of the contents from the meeting. Please let me know if my understanding is correct, and I can work with our HR team to provide the employee these details. I'm also happy to call on 07470 543661.

Details of Personal Data *Examples - non exhaustive list*	Extracted Data
Data Subject:	John Smith
Full Name:	Mr John Paul Smith
Place of work:	exampleABCD Ltd
Address:	Example lane
Email Address:	example@ABCD.com
Car Vehicle Reg:	EXA MPL3
DOB:	**01/01/1990**
Health conditions:	Depression, Anxiety, sick leave records
Phone number:	07703 90788
Signature:	
Email Content:	Can be extracted from documents after data gathering if you do nto want to supply the full document.
Extracted data set 1:	Can be extracted from documents after data gathering if you do not want to supply the full document.

Kind Regards,

From: Anisa Akram <Anisa.Akram@peninsula-uk.com>
Sent: 03 October 2025 09:56
To: Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>
Cc: Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>
Subject: LON299 - JobId: 7837598 - Private & Confidential - JobName: Akhil Kal

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GoodMorning Both,

Thank you for your timeon the phone, I apologise I did not copy Anil in.

You will need to disclose the minutes and emails, I would suggest theextraction method so that you are sending only their personal details.

Generally speaking, you have one month to comply with the SAR, unless you request clarityor seek an extension of time (up to 2 months).

Youwill only need to disclose personal data that identifies the former employee inquestion and third party data should not be disclosed. Even if the employee haswritten an email, if the content does not have their personal data then it wouldnot be disclosed. If it is possible to identify them from the information youare processing, then that information may be personal data.

Wherethe request is unclear, you can ask for further clarification before respondingto the request. This will stop the clock and will only restart once the employee has clarified the information. If they do not clarify then you would still need to continue to carry out a reasonable search. For example, you can request clarity in respect of the time-frame.

A2 month extension can also be requested if the request is complex. Whether arequest is complex depends upon the specific circumstances of each case. Whatmay be complex forgone controller may not be for another – the size andresources of an organisation are likely to be relevant factors. Therefore, youneed to take into account your specific circumstances and the particular requestwhen determining whether the request is complex.

Thefollowing are examples of factors that may, in some circumstances, add to thecomplexity of a request. However, you need to be able to demonstrate why therequest is complexing the particular circumstances.

Technical difficulties in retrieving the information – for example if data is electronically archived.
Applying an exemption that involves large volumes of particularly sensitive information.

Clarifying potential issues around disclosing information about a child to a legalguardian.
Anyspecialist work involved in obtaining the information or communicating it in an intelligible form.

Clarifying potential confidentiality issues around the disclosure of sensitive medical information to an authorised third party.
Needingto obtain specialist legal advice. If you routinely obtain legal advice, it is unlikely to be complex.
Searching large volumes of unstructured manual records (only applicable to publicauthorities).

Requests that involve a large volume of information may add to the complexity of a request. However, a request is not complex solely because the individualrequests alarge amount of information.

Also,a request is not complex just because you have to rely on a processor to provide the information you need in order to respond.
Therequest should be dealt with without unreasonable delay i.e. seekingclarification if needed as soon as possible.
Whereyou do not have the information you can explain this to the employee i.e. call recordings are only held for 30 days and the request falls outside of this.

Ifyou have any further queries, please do not hesitate to contact me.

Kind regards,

Thank you for taking advice. We are very keen to help you resolve matters, and where you have taken out the optional insurance as part of your contract with Peninsula, we want to make sure that you retain the full benefit in accordance with the policy's terms and conditions. Please remember that it is important to keep us informed of all developments and to take further advice at every stage until the issue is resolved. If you wish, you may review the insurance policy through our website by Clicking Here

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PENINSULA

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