

To whom it may concern,

Re: Subject access request

Under the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 I have the right to request access to my personal data held by

This includes:

- the right to obtain confirmation that you process my personal data.
- the right to receive certain information about the processing of my personal data.
- the right to obtain a copy of my personal data processed by you.

I am requesting that you supply me with the personal data you hold about me. Specifically, I am requesting personal data held:

- in my billing records
- in my user activity log
- in my financial statements (between and) relating to account number .

Please find below my information which you can use to identify me and the personal data I am requesting access to, to respond to my request and to keep a record of my request and your response.

- **Full name:**
- **Address:**
- **Date of birth:**
- **Telephone number:**
- **Email address:**

If you need any more information, please let me know as soon as possible.

Please provide the personal data requested in hard copy.

Please bear in mind that data protection laws require you to respond to my request for personal data within one calendar month.

If you do not normally deal with data subject requests, please pass this letter on to your data protection officer or relevant member of staff.

Yours faithfully,

Date of signature