

Subject Access Request (SAR)

UK GDPR · Article 15 · Data Protection Act 2018

YOUR NAME

[YOUR FULL NAME]

YOUR ADDRESS

[YOUR FULL ADDRESS, POSTCODE]

YOUR DATE OF BIRTH

[DD/MM/YYYY]

DATA CONTROLLER

[COMPANY NAME]

ADDRESS

[DATA PROTECTION / SAR TEAM ADDRESS]

DATE

[DATE]

REFERENCE

[ACCOUNT NUMBER IF KNOWN]

Dear Data Protection Officer,

RE: Subject Access Request Under Article 15 of the UK GDPR

I am writing to make a Subject Access Request under Article 15 of the UK General Data Protection Regulation and the Data Protection Act 2018.

Please provide me with a copy of all personal data you hold about me, including but not limited to:

- A complete copy of the original credit agreement and any variations.
- A full statement of account showing every transaction, charge, interest calculation and payment from the opening of the account to the date of this request.
- All correspondence between yourselves and me, including letters, emails, text messages, and records of phone calls.
- All internal notes, screen prints, system logs, workflow entries and diary notes that mention me or my account.
- All data shared with, or received from, any third party, including credit reference agencies, debt collection agencies, tracing agents and solicitors.
- The names of all third parties to whom my data has been disclosed, the dates of disclosure, and the purpose of each disclosure.
- Any recordings of telephone calls made to or from any number associated with me.
- Details of any automated decision-making, credit scoring or profiling applied to my account.

To verify my identity, I confirm my full name, address and date of birth above. If additional identification is required, please write to me at the address above and I will provide it. I do not consent to any part of my identification being retained beyond what is necessary to process this request.

Please note the following:

- This request is free of charge under Article 12(5) of the UK GDPR.

- Under Article 12(3), you must respond within one calendar month of receipt.
- If the response is complex, you may extend this period by up to two further months but must inform me within the initial one-month period.
- Redactions must be justified with reference to a specific exemption under the Data Protection Act 2018.

This letter is not an acknowledgement of any alleged debt for the purposes of Section 29 of the Limitation Act 1980.

Failure to comply with this request within the statutory timeframe will be reported to the Information Commissioner's Office.

Please respond in writing to the address above. I do not consent to communication by telephone.

Yours faithfully,

SIGNATURE

[SIGN HERE]

PRINT NAME

[YOUR FULL NAME]