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The Data Controller

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Your Ref/Account Ref:

Date:

Dear Sirs,

Data Subject Access Request under the Data Protection Act 1998

REQUEST FOR INFORMATION

I require the following information in accordance with the Data Protection Act 1998 (Data Subject Access Request).

1. A true copy of all executed credit agreements you have entered-into with me, including copies of all terms and conditions that have applied to the agreements/accounts during their lifetime.
 - a. Please also include a breakdown of ALL disbursements made in respect of each Loan Agreement, including commissions paid to any introducing third party or a signed statement therein confirming that no commissions were paid (where applicable).

2. All notes, notations, information, and records you hold about me, including but not limited to:

- a. Transcriptions of all telephone conversations and notes made in relation to said telephone conversations by your company, or by previous creditors, and or by your agents, and;
- b. Where there has been an event in the Account history which has required manual intervention by a person, I require disclosure of the indication or notes which have either caused or resulted in that manual intervention, or other evidence of that manual intervention in relation to the account, and;
- c. Documents relating to every insurance added to the account(s), and or funded by the account, including the insurance contract and terms and conditions, date it was added and or deleted (if applicable), including a copy of all papers which substantiate the reasons for insurance sale(s), and;
- d. Details of all fees/penalties/charges added to the account(s); specifically, the date it was levied, the amount, a detailed financial breakdown of it was calculated, and what it covers, and;
- e. A genuine copy of the notice of fair use of data as required by the Data Protection Act 1998, and;
- f. A list of third party agencies to which you have disclosed the client's personal data and a summary of the nature of the information you have disclosed.
- g. Internal screen dumps of debits and credits to the Account(s), (aka statements) for the entire duration of each account (from inception/conception to settlement/redemption, inclusive), and;
- h. Where loans, mortgages or insurance products have been sold/granted, please supply your justifications for recommending each product (where applicable), and;
- i. In the case of Credit Cards, kindly confirm the dates & periods of application of any rate changes, including reasons why rates were increased or reduced.

I look forward to receiving the information requested within the statutory 40 day period granted.

Yours faithfully