**THE DATA CONTROLLER**

**Mortgage Bandit Co.  
Address**

**Postcode**

**Date:**

**GDPR - DPA 2018 Subject Access Request**

Reference Numbers: (Mortgage Number) **123456789**

Dear Sir or Madam,

I/we am/are writing to formally make a ‘Subject Access Request’ for a copy of information that you hold and have held about me/us which I/we am/are entitled under the General Data Protection Regulation 2018.

You can identify my/our records using the following information:

Full name: Name(s) Last Name(s)  
  
Address: xxxxxxxxxxx dxxxxxxxx xcvxxx

Please supply me/us the data about me/us that I/we am/are entitled to under the data protection law including:

Confirmation that you are/have been processing my/our personal data;

A copy of my/our personal data you do hold/have held;

The purposes of your processing;

The categories of personal data concerned;

The recipients or categories of recipient you disclose my/our personal data to;

Your retention period for storing my/our personal data or, where this is not possible, your criteria for determining how long you will store it;

Confirmation of the existence of my/our right to request rectification, erasure or restriction or to object to such processing;

Confirmation of my/our right to lodge a complaint with the ICO or another supervisory authority;

Information about the source of the data, where it was not obtained directly from me/us.

The existence of any automated decision-making (including profiling); and

The safeguards you provide if you transfer my/our personal data to a third country or international organisation.

Please provide the mapping management process involved in the data usage;

Include the regulatory compliance process used to ensure sufficient governance is in place;

Include the same for any third parties you provide/ have provided access to my/our data;

Include what your legal reason for holding such data, and any data you do not/did not have a legal reason to hold,

Please delete and provide necessary regulatory requirements to evidence the deletion of said data.

I/we look forward to receiving your response to this request for data within one calendar month, per the General Data Protection Regulation. If you do not normally deal with these requests, please pass this letter to your Data Protection Officer, or relevant staff member.

Yours Sincerely,

Wet sig

Your Name(s)

Proof of ID and letter proof of address included in this letter