[Your address]

 [Your address]

 [Your phone number]

 [Date]

[Name and address of bank]

Dear Sir or Madam,

Ref: Account number: [XXXX]

Please send me all information that your company holds relating to my entire account history within your organisation.

I would also like a schedule of all charges & interest applied to my account(s) including details of any instances that required manual intervention. Please include a copy of the original contract by which this account is/was governed including all amendments made to the contract terms since opening the account.

I understand that under the terms of the Data Protection Act 2018, you are obliged to keep data on file for 6 years so I expect to receive at least 6 years data. However, if you hold data beyond 6 years, under the above act, you must supply it on demand. If you no longer hold data beyond 6 years, I would like a signed declaration from your data controller and a copy of all documents pertaining to its proper disposal.

‘All data’ includes, but is not limited to; data held on a microfiche, internal emails that regard myself or my accounts, letters that have been posted to myself and internal information notes. This must be provided within a reasonable timescale, a maximum of 30 days.

I look forward to your response.

Yours faithfully,

[Your signature]