[Your Name]

[Your Address]

[Your Postcode]

[Date In Full]

[Debt Buyer Name]

[Address]

[Postcode]

**GDPR - DPA 2018 Subject Access Request**

Dear Sir/Madam

I am writing to formally make a 'Subject Access Request' for a copy of information that you hold about me which I am entitled under the General Data Protection Regulation 2018.

You can identify my records using the following information:

Full name:

Address:

Please supply me the data about me that I am entitled to under the Data Protection 2018 law including:

* + confirmation that you are processing my personal data;
	+ a copy of my personal data;
	+ the purposes of your processing;
	+ the categories of personal data concerned;
	+ the recipients or categories of recipient you disclose my personal data to;
	+ your retention period for storing my personal data or, where this is not possible, your criteria for determining how long you will store it;

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

* + confirmation of my 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;
	+ the existence of any automated decision-making (including profiling); and
	+ the safeguards you provide if you transfer my 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 the same for any third parties you provide access to my data;
	+ include what your legal reason for holding such data, and any data you do not have a legal reason to hold, please delete and provide necessary regulatory requirements to evidence the deletion of said data.

I look forward to receiving your response to this request for data within one calendar month, as 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

(FULL NAME)