[RECIPIENT POSTAL ADDRESS]

[RECIPIENT EMAIL]

BY POST & EMAIL

[Date]

Dear Sirs

**SUBJECT ACCESS REQUEST UNDER THE DATA PROTECTION ACT 1998**

**NAME: [Your Name]**

**ADDRESS: [Your Address]**

**DATE OF BIRTH: [Your Date Of Birth]**

As a living person, I write to make a data subject access request to your organisation pursuant to section 7 of the Data Protection Act 1998. I understand that your organisation is a data controller that is holding, using, and sharing my personal data and I hereby exercise my statutory legal rights to request copies of all data in respect of which I am the subject.

I understand this data includes but is not limited to data generated by Royal Bank of Scotland’s Global Restructing Group which operated from 2nd Floor, 280, Bishopsgate, Liverpool Street, City of London, EC2M 4RB. I understand your organisation has a connection with RBS GRG and your organisation holds this (and other connected data) as a data controller in your own right.

Any assertion that you are not a data controller will not be accepted and will be challenged by way of complaint to the Information Commissioner’s Office and the General Regulatory Chamber of the Tribunal, if necessary.

**Scope of Request**

With respect to the right of subject access under the Data Protection Act 1998, please supply me with all of my personal data including but not limited to:

1. The skilled person’s report commissioned by the FCA into RBS’s GRG conduct (or alternatively the pages of that report that refer to and/or relate to me);
2. Any correspondence relating to me, to or from any members of your organisation who had dealings with me, including all emails, letters, memos and database entries;
3. Audio recordings (and transcripts and/or call reports where available) of any telephone calls between me and any members of your organisation;
4. Any correspondence relating to me between any members of your organisation and/or any third parties;
5. Audio recordings (and transcripts and/or call reports where available) of any telephone calls relating to me between any members of your organisation and/or any third parties;
6. All documents relating to me sent by any members of your organisation to any third parties; and
7. All documents relating to me provided to any members of your organisation by any third parties.

[Provide as much further detail as possible about the information you want. Include names of officers of the bank, bank account details, branch details, time frames, dates, names or types of documents, any file reference and any other information that may enable the organisation to locate your data, for example, for e-mails, the names of senders and recipients, and approximate dates.]

**Information to supply**

Please provide a copy of the information constituting personal data and also:

1. Provide a description of the data;
2. Explain the purposes for which the data is processed;
3. Identify the source or sources of the data; and
4. Set out to whom the data has been disclosed or may be disclosed.

**Next steps**

I enclose a cheque for £10 in respect of the maximum prescribed fee for the subject access request, together with proof of identification.

Whilst there is a statutory time limit for your response within 40 days, I would appreciate that the requested information is provided as soon as practicable and I therefore request the same by return.

I look forward to hearing from you.

Yours faithfully

[Your Name]

Enclosures:

1. Cheque for £10 payable to your organisation; and
2. Copy proof of identification.