

[Your Address]

[Date]

[Your Bank Branch's Address]

Data Protection Act disclosure request

Dear Sir/Madam

Regarding: *[Your Account Number. Your Sort Code.]*

Under the Data Protection Act 1984 and 1998, and including the right of subject access under these acts, please supply me with a complete list of transactions and charges relating to my bank account since October 2000. Alternatively a complete set of bank statements for that period will be acceptable.

Additionally where there has been any event in my account history over this period which has required manual intervention by any member of your staff or any other person, I require disclosure of any indication or notes which have either caused or resulted in that manual intervention or other evidence of that manual intervention in relation to my banking business with you.

If you are unable to supply data relating to manual intervention because there has been no such manual intervention then please confirm this in your response to this request.

I enclose the statutory maximum fee of £10. You have 40 days in which to comply. Furthermore, if I discover that you have levied disproportionate penalties against me then I shall be reclaiming them and also reclaiming the enclosed £10 DPA disclosure fee.

Furthermore, I am sure you are now aware due to the number of these letters you receive plus the massive media attention, that every time you receive one of these letters it will be followed up by a request for a full refund of any disproportionate penalty charges, this will give you 14 days to do so before court action. Please note, if I have to take court action to reclaim these charges then I will do so. Therefore, to save yourselves some time and money, you can refund all these charges dating back 6 years immediately and you will not incur the court fees or your solicitor's fees.

Yours faithfully,

[Your signature here]

[Print your name here]