[Please enter the relevant details in any section in purple.] Delete this line once completed.

[Your full address]

[Phone number]

[The date]

Data Protection Officer

TG Eakin

15 Ballystockart Road,  
Comber,  
Co.Down,  
BT23 5QY,  
Northern Ireland

Dear Sir or Madam

**Subject access request**

[Your full name and any other details to help identify you and the information you are requesting.]

Please supply the information about me I am entitled to under the General Data Protection Regulation 2018 relating to: [give specific details of the information you want, for example

* information stored on our system about your medical history (between 2015 & 2017);
* copies of statements (between 2015 & 2017) held in account number xxxxx.]

If you need any more information from me, please let me know as soon as possible.

I understand that you will endeavour to supply this information within the one-month legal time limit for a request for information under the General Data Protection Regulation 2018.

Yours faithfully