

Metro Remittance (UK) Ltd
Chief Information Security Officer
1st Floor 12 Kensington Church Street
London W8 4EP United Kingdom

Dear Sir or Madam:

Subject Access to Information Request

Your full name : _____
Full Address : _____
Contact Details : _____
Members PIN : _____

Please supply the information about me I am entitled to under the Data Protection Act 1998 relating to:
[give specific details of the information you want, for example]

- your personnel file;
- copies of remittance transactions (example between 2013 & 2017) held in remittance PIN xxxxx);

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

It may be helpful for you to know that a request for information under the Data Protection Act 1998 should be responded to within 40 days.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner's Office can assist you and can be contacted on 0303 123 1113 or at ico.org.uk

Yours faithfully

Signature of the Remitter

Date Signed : _____