# Data Access Request Form

## Knightson & Mulvihill Financial Services Ltd trading as KM Financial, Findapension.ie and Pensiontracing.ie Customer Data Access Request Form

- As our customer, you are entitled to request a copy of the personal data we hold about you within 30 calendar days and for no charge.
- You are not obliged to use this form to request your data, but it helps us to process your request more promptly if you do.
- Please provide the information requested in full using block capitals.
- If there is something in particular you are looking for, please specify this.
- You can post this form to us at the address below in which case we will post your personal data to you. Alternatively, you can email this form to us at dpo@kmfinancial.ie  in which case we will send your personal data to the email address you provide to us in a secure (encrypted) format.

| | |
|---|---|
| **1. Customer Name** *(Please give us your full name)* | |
| **2. Postal Address** *(Please give us your correspondence address)* | |
| **3. Email Address** *(if you wish to receive your data by secure email)* | |
| **4. Date of Birth** | |
| **5. Policy No.(s)** | |
| **6. If there is something in particular you are looking, please specify here giving as much detail as you can.** | |
| **6. Customer Signature** | |
| **7. Date** | |
| **Office Use Only Date Received** | |

| Client Checklist | Yes | No |
|---|---|---|
| Have you signed and dated the Data Access Request Form<br><br>We will need all parties to your insurance policy to sign and date this form. | ☐ | ☐ |
| Have you included a copy of photo ID | ☐ | ☐ |
| Have you included a copy of proof of address | ☐ | ☐ |