

## **I Introduction**

At KMCS Ltd. your privacy and data protection rights are very important to us.

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The EU General Data Protection Regulation (“GDPR”) was enacted on 24 May 2016 and came into direct legal effect in all EU member states, including Ireland, on 25 May 2018. It replaces all EU member states general data protection rules, it lays down strict rules about the way in which personal data and sensitive personal data is collected, accessed, used and disclosed. The Data Protection Acts 1988 & 2003 also permit individuals to access their personal data on request and confer on individuals the right to have their personal data amended if found to be incorrect.

## **I Access Request Policy and Procedures**

Purpose of this policy

This document outlines KMCS Limited Access Request Policy to help ensure that we comply with requests made under the provisions of the Data Protection Acts.

## **I Right to establish the existence of personal data under Section 3 of the Data Protection Acts**

An individual who believes that a person keeps personal data shall, if he so requests the person in writing-

- (a) be informed by the person whether he keeps any such data, and
- (b) if he does, be given by the person a description of the data and the purposes for which they are kept, as soon as may be and in any event not more than 21 days after the request has been given or sent to him.

## **I Making an Access Request**

- Make your request in writing to us by downloading our Access Request Form on our website [kmcs.ie](http://kmcs.ie)
- State that you are making your request under section 3 of the Data Protection Acts. Please note that before we respond to your request we may require that you provide us with satisfactory evidence of your identity and address.

We do not accept requests via telephone, email or text message.

## | In order to respond to your Section 4 Access Request, we ask you to:

- Complete, sign and date the Access Request form and be as specific as possible about the information you wish to access.
- Please attach the following information to the Access Request Form: A photocopy of your proof of ID (e.g. passport or drivers' license) and a photocopy of proof of address (e.g. utility bill)
- Post the Access Request Form to:  
**The Data Controller, KMCS Ltd, 54 Northumberland Road, Ballsbridge, Dublin 4 D04 X2H9.**

If you cannot download the form from the internet please write to us requesting a form addressed to:  
**The Data Controller, KMCS Ltd, 54 Northumberland Road, Ballsbridge, Dublin 4 D04 X2H9**  
and we shall send you a copy by return post.

Completing the Access Request Form should enable us to process your section 4 request more efficiently. However, please note that we may not provide you with the data requested if you do not meet the requirements noted above.

## | Responding to your Access Request under section 4

Once we have received your fully completed Access Request Form, your proof of identity and address, we shall respond to you within the statutory period of 21 days.

If you are not satisfied with the outcome of your Access Request, you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

## | Responsibility

Overall responsibility for ensuring compliance with the requests made under the Data Protection Acts rests with KMCS Ltd. However, our responsibility varies depending upon whether we are acting as either a Data Controller or a Data Processor.

All employees and contractors of KMCS Ltd who separately collect, control or process the content and use of personal data are individually responsible for compliance with the Data Protection Acts. KMCS Ltd co-ordinates the provision of support, assistance, advice, and training throughout the company to ensure we are in a position to comply with the legislation.

## | Review

This Access Request Policy will be reviewed regularly in light of any legislative or other relevant developments.