



Request for a copy of Personal Data under Section 3 of the Data Protection Acts.

Important: A photocopy of your proof of identity (e.g. Passport or driver's licence) and a photocopy of proof of address (e.g. utility bill) must accompany the Access Request Form.

Section A – Please complete this section:

Full Name: _____

Address: _____

Telephone / email: _____

Section B – Please Complete this section:

I, _____ wish to have access in accordance with Section 4 to the following information

Signed

Date

If you have not provided the information as requested above, we regret we may not be able to provide you with the data requested. The use of this form is not mandatory, however, completing this form should enable us to process your request more efficiently.

Please return this form to:

The Data Controller, KMCS Ltd, 54 Northumberland Road, Ballsbridge, Dublin 4 D04 X2H9

NOTE: We require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately