

## Customer Data Access Request Form

As our customer, you are entitled to request a copy of the personal data we hold about you for no charge. We will endeavour to release all of this information to you within one month, however where the volume of information is very complex or excessive we reserve the right to extend this period by two further months, or in extreme cases we may:

- (i) charge a reasonable fee taking into account the administrative costs of providing the information; or
- (ii) Refuse to act on the request

If any of the above situations apply we will notify you at the earliest possible opportunity.

If you know the specific information/document you require, please specify this in the section below so that we can process your request more efficiently and promptly.

Please note that if we receive an additional request within 12 months we are only required to issue you with any updated personal data held since your most recent request.

**In order for us to verify your identity, when requesting a copy of your personal data from us, please also send us a copy of your Government ID, e.g. Passport, Driving Licence, Age Card or Public Services Card. Further verification may be required in some instances.**

If there is something in particular you are looking for, please specify this.

You can post this form to Compliance Department, Post Insurance Athlone Business Park, Athlone, Co. Westmeath, N37 EF40, in which case we will post your personal data to you.

Alternatively, you can email this form to us at [compliance@postinsurance.ie](mailto:compliance@postinsurance.ie) in which case we will send your personal data to the email address you provide us in a secure (encrypted) format.

### BLOCK CAPITALS

<b>Customer Name (Full Name):</b>	
<b>Postal Address:</b>	
<b>Date Of Birth:</b>	
<b>Policy/Reference Number:</b>	
<b>If there is something in particular you are looking, please specify here:</b>	
<b>Date:</b>	
<b>Signature:</b>	