



## 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 above in which case we will post your personal data to you. Alternatively, you can email this form to us at [gdprnfs@gmail.com](mailto:gdprnfs@gmail.com). In the case of a large amount of data we will notify you via email as soon as the data is ready to be collected .

**1. Customer Name** *(Please give us your full name)*

**2. Postal Address** *(Please give us your correspondence address)*

**3. Email Address**

**4. Date Of Birth**

**5. Policy No.(s)**

**6. If there is something in particular you are looking for, please specify here giving as much detail as you can.**

**6. Customer Signature (s)**

**7. Date**

**Office Use Only  
Date Received**