



DATA ACCESS REQUEST FORM

Please provide us with your particulars so that we can verify your identity in order to process this request.

1.	Your name (in full)	
2.	Your contact details	Contact No.: Email Address:
3.	Your 16-digit IKEA FAMILY (if applicable)	
4.	Please state the nature of your relationship with Ikano Retail Mexico, S.A. de C.V.	<input type="checkbox"/> A current/ former customer <input type="checkbox"/> A current/ former employee <input type="checkbox"/> A current/ former vendor/ supplier/ distributor/ business partner/ service provider <input type="checkbox"/> Other (specify) _____ <i>* tick and/or delete where applicable</i>
5.	Please provide a description of the personal data you are requesting access to, and any relevant additional information which can assist us in providing you with a copy of the personal data you are requesting for.	
6.	Please specify if you would like to simply view the personal data or to receive a copy of the personal data.	<input type="checkbox"/> View <input type="checkbox"/> Receive a copy
7.	Please sign this form, check the information you have provided, then send this form together with the supporting documents ¹ to avisodeprivacidad@ikano.mx	<input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Access Request are true, accurate and complete. I understand that it will be necessary for Ikano Retail Mexico, S.A. de C.V. to verify my identity and that Ikano Retail Mexico, S.A. de C.V. may contact me for more detailed information in order to access the personal data requested and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of complying with my Access Request. <div style="text-align: right;">Date: _____</div>

Important Notes:

- (1) Please note that Ikano Retail Mexico, S.A. de C.V. reserves the right to restrict access to certain personal data or refuse to comply with your Data Access Request as may be permitted under the Federal Law for the Protection of Personal Data Held by Private Entities, its Regulation and the General Guidelines on Personal Data Protection. We can only provide you with personal data that is in our possession or under

¹ Supporting documents are: valid official ID

our control. To process this request, the information in this form may need to be given to third party service providers to Ikano Retail Mexico, S.A. de C.V.

- (2) Depending on the nature and scope of the work required to process your access request, Ikano Retail Mexico, S.A. de C.V. may be required to impose a fee to recover its administrative costs. This will be assessed on a case-by-case basis by our Data Protection Officer. Where such a fee is to be imposed, a written estimate of the fee will be provided to you for your consideration. In such a case, please communicate your agreement to the payment of the fee in writing. If you do not agree to the payment of the fee, Ikano Retail Mexico, S.A. de C.V. will not be able to process your Data Access Request.
- (3) Personal data collected on this form is required to enable your Data Access Request to be processed, and will only be used in connection with such request.

For official use only:

Received by: _____ Date : _____

Verified by: _____ Date : _____

Remarks :