

**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 or småles membership number (if applicable)	
4.	Please state the nature of your relationship with Ikano Pte Ltd	<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 to the [Data Protection Officer]	<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 Correction Request are true, accurate and complete. I understand that it will be necessary for Ikano Pte Ltd to verify my identity and that Ikano Pte Ltd may contact me for more detailed information in order to correct or update 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 Correction Request.  <p style="text-align: right;">Date : _____</p>

**Important Notes:**

- (1) Please note that Ikano Pte Ltd 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 Personal Data Protection Act 2012. We can only provide you with personal data that is in our possession or under our control. To process this request, the information in this form may need to be given to third party service providers to Ikano Pte Ltd.
- (2) Depending on the nature and scope of the work required to process your access request, Ikano Pte Ltd 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 Pte Ltd will not be able to process your Data Access



Request.

- (3) Please also note that in certain instances where a fee is to be collected, Ikano Pte Ltd may require a deposit to process your Data Access Request. You will be notified if such a deposit is required when Ikano Pte Ltd provides you with a written estimate of the fee. In such an event, Ikano Pte Ltd will not be able to process your Data Access Request until such a deposit is collected.
- (4) Kindly note that (2) and (3) above do not apply if Ikano Pte Ltd does not charge a fee your Data Access Request.
- (5) 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 :

