



REQUEST FOR ACCESS TO PERSONAL DATA

NOTE:

- i. The Personal Data required in this form is necessary to enable Madison to process your Request for Access. The information you supply will only be used to identify you and for responding to your request, in accordance with the Data Protection Act and Regulations. It may be shared with our legal and administrative teams for processing and preparing a response.
- ii. Documentary evidence in support of this request may be required. Any documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals).
- iii. To ensure that we are acting on the instructions of an authorized person, please provide us with sufficient identification in accordance with applicable laws. If you do not provide adequate proof of identity, we reserve the right to decline your request.
- iv. Where the space provided for in this form is inadequate, submit the information as an annexure.
- v. A separate form must be completed for each data subject.
- vi. All fields marked as * are mandatory.

Please complete the form below with accurate information and submit it via email to dpo@madison.co.ke

A. DETAILS OF THE DATA SUBJECT

Full Name*: _____ ID/Passport/Birth certificate Number*: _____

Phone Number*: _____ Email Address*: _____

Product with Madison: _____ Policy/Member/Agent/Employee Number: _____
(If Applicable) *(If Applicable)*

B. RELATIONSHIP WITH MADISON*? (Check the box that applies)

- I am a Customer and enclose evidence of my identity.
- I am an Agent and enclose evidence of my identity.
- I am an Employee and enclose evidence of identity.
- I am acting on the Data Subject's behalf as his/her duly authorized representative. (e.g. Where the Data Subject is a minor or has a mental or other disability or where you are duly authorized.)

C. DETAILS OF THE PERSON LODGING THE REQUEST (If the person is different from A above)

Full Name*: _____ ID/Passport Number*: _____

Phone Number*: _____ Email Address*: _____

Relationship with the Data Subject*: _____

D. THE RIGHT OF ACCESS DETAILS

(Describe the personal data requested. Please provide as much detail as possible, such as relevant dates, references, etc.)

E. MODE OF ACCESS

I would like to: *(Check all that apply)*

Inspect the record.

Have a copy of the record made available to me in the following format:

Photocopy (Please note that copying costs will apply)

Electronic

Other (specify)

F. DELIVERY METHOD

- Collect in person
- By mail (provide address where different/in addition to details provided above):

- By email (provide email address where different/in addition to details provided above):

G. DECLARATION*

Note: Any attempt to access personal data through misrepresentation may result in prosecution.

- I certify that the information given in this application is true.

Signature: _____ Date of Request: _____

What happens next?

- i. If your request is valid but we are unable to identify you, we will advise you of this and request additional information.
- ii. If your request is valid and we do not require additional information, we will acknowledge it in writing and provide you with a reference number relating to your Request for Access and start processing your request.
- iii. Once Madison has all the required information, your request should be completed within seven (7) days. Madison will provide you with an electronic copy of the information requested free of charge. However, Madison will charge a reasonable fee if you have requested for hard copies. The fee will be based on the administrative cost of providing the information.
- iv. If your request is invalid (e.g., Where the request is not supported with proof or context or where it is subject to certain exceptions or conditions under the Data Protection Act and Regulations) we will inform you of such conditions, return any enclosures and or advise you why your request has been declined.