General Data Protection Regulation Article 15 - Subject Access Request

Dear Customer,

According to the General Data Protection Regulation, Article 15, you have the right to obtain access to your personal data (if we're processing it), and other certain personal data (similar to that provided in our Data Privacy Notice).

This is so you're aware and can check that we're using your personal data in accordance with data protection law.

MetLife will respond to your request within 1 month from the day that the request has been received.

Please complete the below fields accordingly and attached the necessary paperwork. Please note that if we don't have the necessary proofs we won't be able to process your request.

1. Your Details

Full name	
Date of Birth	
Current Address	
Telephone number	
Email	
Policy Number	
ID Number	

2. Whose information are your requesting?

	My own (Go to question 5)
	Someone Else's (go to question 3)

3. If you are requesting someone else's information, whose is it?

Full name	
Current Address	
Telephone number	
Email	

4. What is your relationship to this person? "I am the…."

	Mother
	Father
	Guardian
	Legal Representative
	Other (please explain below)

5. Proof of ID and entitlement

Documents supplied as proof of your ID (please see note 2 in the Guidance note)

	Utility bill (original) - less than 3 months old or Bank statement (original)
	Passport or ID (certified copy)
	Change of name documents if applicable (certified copy)

6. Proof of entitlement

If you are requesting someone else's information then please proof of entitlement, such as.

	Power of attorney or guardianship (Original)
	Evidence of parental responsibility (Original)

7. Format of information. I wish to receive the information:

	In Electronic format via email
	In Hard copy via post
	Collect the information in person

Please select the personal information you wish to view/access:

Personal Information for Individual Policies

#	Personal Information Detail	Select the fields
1	Payor's full name	
2	Payor's date of birth	
3	Payor's mail address	
4	Payor's product coverages	
5	Insured's full name	
6	Insured's date of birth	
7	Insured's product coverages	
8	Dependents' full names	
9	Dependents' birth date	
10	Contact details (phone/mobile/email)	
11	Mail address of Insured/owner	
12	Sex	
13	Beneficiaries names	
14	IBAN #	

Personal Information for Individual Medical & Group PA Policies

#	Personal Information	Select the fields
1	Insured's full name	
2	Insured's date of birth	
3	Dependents' full names (up to 7 system records)	
4	Dependents' date of birth	
5	Mail address of Insured	
6	Sex of Insured	
7	Type of coverages / products	
8	ID#	
9	Insured's Hire date	
10	Beneficiaries full name	
11	Record of Claims incidents	

Personal Information for Group Medical & Life Policies

#	Personal Information Detail	Select the fields
1	Insured's full name	
2	Insured's date of birth	
3	Dependents' full names	
4	Dependents' date of birth	
5	Contact details (phone/mobile/email)	
6	Mail address of Insured	
7	Salary	
8	Sex of Insured	
9	Type of coverages / products	
10	IBAN #	
11	ID#	
12	Family status	
13	Insured's Entry's date	
14	Beneficiaries full name	
15	Record of Claims incidents	

Disclaimers:

- Personal Data as mentioned in the above tables might not be available in our systems if the data subject hasn't provided them to MetLife.
- Not all Personal Data provided from Data Subject are recorded to our MetLife systems. Based on internal Business processes MetLife records and processes only those data that are necessary for BAU policy handling
- In case you request additional data than those referenced in the tables above then you should explain the reasoning why these are requested.
- In case you wish to have access to the above information, MetLife may extend the respond time for 1 more month in order to collect and provide you with the requested data.

Signature:_____

Date:_____