Dear Customer,

Your privacy is very important to us. In order to safeguard your information and to avoid sharing the information with unauthorized parties we will only accept requests for personal data in writing that follow the process below.

**Step 1:**

List your Funcom Account name(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the email address(es) associated with your account name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2:**

Certify that you are of legal age and that you are the owner of the account listed above.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full legal name) am of legal age in my country of residence and am the owner of the account listed in Step 1. I certify that I am requesting copies of data held that pertains to me (or my legal dependent) and that all information submitted is accurate.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3**

In order to process your data access request please send your request to:

Funcom Oslo AS

Attn: Data Controller

Kirkegata 15

N-0153 Oslo

Norway

Include the following:

\_\_\_\_\_\_ Proof of identity (copy of passport/driver license or government issued photo ID)

\_\_\_\_\_\_enclose a self-addressed legal sized envelope so that we may respond with the information requested.

\_\_\_\_\_\_Certification of your photo i.d authenticity by a Notary Public or equivalent in your country of residence.

Once we receive your complete request we will mail you the information you requested. Incomplete requests will not be processed.

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