

# Data Subject Access Request Form

Our company maintains a Subject Access Request process to receive and process requests from the following individuals:

- individuals who are citizens of the European Union (EU) residing in the EU
- individuals who are not citizens of the EU, but who reside in the EU
- individuals who reside in California, or
- a person authorized by any of the individuals referred to above to act on such person's behalf

If you are one of the above and believe that our company holds any personal data about you and would like to access that information, please complete this form.

In addition, you must also include documentation that verifies your identity as the data subject whose personal data is being requested. This includes a copy of a photo ID (driver's license, passport, or other forms of government issued identification) and proof of address.

If you are making this request on behalf of someone else, you must include all of the above, along with a written statement signed by the individual for whom you are making the request.

**\* Required**

European  
Union  
Citizenship or  
California  
Residency

If you select "No" on this question, you will automatically be directed to the end of this form. At this time, we are not processing Subject Access Requests for people who are not citizens of the EU or residents of California.

1. Are you, or the individual for whom you are filling out this form, either: (a) a citizen of the European Union residing in the European Union or a non-EU citizen residing in the European Union; or (b) a resident of the State of California? \*

*Mark only one oval.*

Yes

No

*Skip to question 2*

DETAILS OF REQUESTOR

2. Full Name (First, Middle, Last) \*

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3. Date of Birth (mm/dd/yyyy) \*

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*Example: January 7, 2019*

4. Physical Address \*

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5. Email Address \*

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6. Phone Number

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7. Are you the Data Subject? (i.e. the named individual who the requested records refer) \*

*Mark only one oval.*

Yes    *Skip to question 14*

No

DETAILS OF DATA SUBJECT (IF DIFFERENT FROM REQUESTOR)

8. Full Name (First, Middle, Last) \*

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9. Date of Birth (mm/dd/yyyy) \*

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*Example: January 7, 2019*

10. Physical Address \*

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11. Email Address \*

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12. Phone Number

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13. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf. Note: You must include written authority from the Data Subject to this request. \*

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## IDENTITY VERIFICATION

14. *Mark only one oval.*

Option 1

15. Have you sent supporting identity verification documents to [INSERT EMAIL ADDRESS FOR SUBMISSION OF IDENTITY VERIFICATION DOCUMENTS]? This includes a copy of a photo ID (driver's license, passport, or other forms of government issued identification) and proof of address. \*

If you select "No" on this question, you will automatically be directed to the end of this form. Your request will not be complete. Please be sure to submit your identity verification documents so that you can select "Yes" and complete the request successfully,

*Mark only one oval.*

Yes

No

## REQUEST INFORMATION

16. Please check below next to all of the actions you are requesting to take in regards to the information. \*

*Check all that apply.*

- Receive and review personal data
- Correct inaccuracies to personal data (must include documentation verifying correct information)
- Delete personal data
- Restrict processing only with data subject's subsequent consent
- Object to processing of data

17. Please provide information to assist us in locating the requested information. To your knowledge, under what service(s) of ours was the personal data collected? (You may select more than one of the following.)

*Check all that apply.*

- [INSERT NAME OF PRODUCT OR SERVICE #1]
- [INSERT NAME OF PRODUCT OR SERVICE #2]
- [INSERT NAME OF PRODUCT OR SERVICE #3]

18. To your knowledge, when (approximately) was the data collected or processed by us?

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19. To your knowledge, is there any other person, organization, group, campaign or other third party which may have provided us the data or for whom we provided services whereby we collected your personal information?

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20. Please provide any additional details.

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