REQUEST FOR DISCLOSURE

Effective January 1, 2020, California residents have certain rights under the California Consumer Protection Act (CCPA), including certain rights to access and delete data we may have collected from you.

The information we request below, and any additional information we may request when reviewing your submission, will be used to respond to your request, including verifying identity, identifying personal information responsive to your request, and keeping records of your request.

We will only use information you provide to us with this request as permitted by law. Where feasible, we will match the identifying information you provide with information we have on record. If you choose to not provide us with the information we need to fulfill your request or verify your identity, we may provide you with a permissible alternative, for example, categories of information we collect.

First Name	Middle Name	Last Name
Address: (For verification purposes, please use the address and contact information you have on file with us)		
Email Address:		
State of Residence:		

Are you the consumer?

☐ Yes, I am making a request related to personal information about me.

☐ No, I am acting as an authorized agent for the consumer. I have enclosed a California Authorized Agent Designation form completed and signed by the consumer.

What is your preferred method to receive the requested information?

☐ Email (as identified above)
☐ Mail

What type of request are you making?

Request to Disclose

☐ Please disclose the categories of personal information the business has collected about me;

☐ Please disclose the categories of sources from which information about me was collected;

☐ Please disclose the business/ commercial purpose for collecting or selling my personal information;

☐ Please disclose the categories of third parties with whom the business shares personal information;

☐ Please the specific pieces of personal information the business has collected about that consumer.

Request to Delete

☐ Subject to available exceptions under Section 1798.105 (d) of the Cal. Civ. Code, please delete all personal information that you collected from me.

Request to Opt-Out

We Do Not Sell Personal Information

Request to Correct Inaccurate Information - Please specify

Request to Limit Use and Disclosure of Sensitive Personal Information – Please specify

Additional Information

The information that we ask you to provide to verify your identity will depend on your prior interactions with us and the sensitivity of the personal information at issue. If you are making a request to delete, request, once we have verified your identity, we will ask you to confirm that you wish to have personal information deleted. Once confirmed, we will respond to your request in accordance with the CCPA. If we deny your request, we will explain why.

There are some situations where we will not, or may not, be able to fulfill some or all of your CCPA request:

- If you are not a California resident
- If we cannot verify your identity or if we cannot verify your authority to act on behalf of another person
- If we cannot match the data we have on file to your verified credentials
- If you have a preexisting business relationship with us
- If we are required or permitted to keep some or all of your personal information under federal regulations or other laws

For more information, please read our Privacy Policy.

When fulfilling your request, we will not provide pieces of information where such provision would be prohibited by law, including your social security number, your government-issued identification number, your account number, any health insurance or medical identification number, an account password, security questions and answers, unique biometric data generated from measurements or technical analysis of human characteristics.

We do not charge a fee to process or respond to your verifiable consumer request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.