**CCPA Consumer Rights Request Form**

**January 2020**

Under the CCPA, you may have certain rights in relation to the personal information that RDC holds relating to you, namely:

1. The right to know how RDC collects, processes and shares your personal information
2. The right to obtain copies of your personal information
3. The right to delete your personal information

There are various exceptions and restrictions to these rights.

If you wish to exercise any of these rights, please submit a Consumer Rights Request (CRR) as follows:

1. Make your CRR in writing, to the Data Protection Officer at [CCPARequest@rdc.com](mailto:CCPARequest@rdc.com) using this form.
2. Provide identifying information, as noted below. RDC requires verification of identify and residency verification prior to beginning a review of the CRR. We cannot provide information to anyone who is not the named consumer or their authorized legal representative. Legal representative must provide written authorization that you may act on behalf of the consumer.
3. You will typically receive a response within 45 days, unless the request is particularly complex, in which case we will write to you within that timeframe to extend the time for an additional 45 days.
4. The response will be sent to the email given in the Request Form, unless otherwise directed.
5. Information provided in this form will be used only for fulfilling this request.
6. You may also request a form or contact RDC directly at 1-888-585 -5697.

Using this form, providing the requested ID and being as specific as you can about the information / action that you are requesting will mean that your request will be able to be dealt with more quickly.

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| Name (First, Middle, Last) (*including previous names, abbreviations, alternative spellings, if relevant*): |  |
| Address (number, street, city/town, state/territory, country, postal code): |  |
| Date of birth: |  |
| Email address (*NB this should be secure / private as this is the address where the response will be sent*): |  |
| If you are acting as a representative of the data subject, specify your relationship and provide proof of your authority to act on their behalf: |  |
| Any additional information that may assist RDC in identifying the correct individual: |  |
| Nature of request: | 🞏 The right of access  🞏 The right to receive copied  🞏 The right to delete personal information  *Please specify ground(s) on which deletion is requested:* |

**Please attach a scan of the photo page of passport or photo driving license.**

**Your request will usually not be fulfilled without this. If you are having difficulty with this requirement, please contact the Data Protection Officer to discuss if alternative forms of ID will be accepted.**

**Return Request Form to Data Protection Officer at** [**CCPARequest@rdc.com**](mailto:CCPARequest@rdc.com)

**You may also contact RDC by phone (1-888-586-5697). Please leave your name, number or email that you may be reached at as well as a short message regarding your request.**