

CALIFORNIA CONSUMER REQUEST FOR DISCLOSURE OF PERSONAL DATA

You are entitled to request us to disclose to you any personal data we hold about you under the California Privacy Right Act of 2020 (CPRA).

We will do our best to respond promptly and in any event within forty five (45) days, of ninety (90) days if necessary, of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request, whichever happens to be later.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting that we provide and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

SECTION 1: Details of the person requesting information

Full name: _____

Address: _____

Contact telephone number: _____

Email address: _____

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

- YES:** I am the data subject. I enclose proof of my identity (see below). **(Please go to Section 4)**
- NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). **(Please go to Section 3)**

To ensure we are providing data of the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following:

1) Proof of Identity

Passport, photo driver's license, national identity card, birth certificate.

2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driver's license;

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3: Details of the data subject (if different from section 1)

Full name: _____

Address: _____

Contact telephone number: _____

Email address: _____

SECTION 4: What information do you wish to provide?

Please describe the information you wish us to provide. Please provide any relevant details you think will help us to identify the information.

Also, please explain, if it is not abundantly clear, why the linked page is about you or the person you are representing on this form.

Please note that in certain circumstances, we may not be able to provide the information you requested in accordance with the CPRA. In such cases you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide the personal data you request, we nevertheless reserve the right, in accordance with Section 1798.145(h)(3) of the CPRA, to charge a fee or refuse the request if it is considered to be "manifestly unfounded or excessive." However we will make every effort to provide you with the personal data if suitable.

SECTION 5: Declaration

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to _____ is true. I understand that it is necessary for _____ to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed: _____ **Date:** _____

Documents which must accompany this application:

- **Evidence of your identity (see section 2)**
- **Evidence of the data subject's identity (if different from above)**
- **Authorization from the data subject to act on their behalf (if applicable)**

Contact Information:

By mail: M.A. Ford Mfg. Co., Inc.

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