## **Sample In-Person Data Request Forms**

Below are three forms for making the following in-person data requests: Request to Opt-out, Request to Delete, and Request to Know.

**[DEALERSHIP]**

**OPT-OUT REQUEST UNDER THE CALIFORNIA CONSUMER PRIVACY ACT**

If you are a California resident, as of January 1, 2020 you have the right to submit a Request to Opt-out of the sale of your personal information to third parties. Please visit our Privacy Policy online at [*INSERT*] for more information about your rights and how we handle your personal information.

To exercise this right, complete the request form below. Please look out for future communications regarding this request in your email or [*INSERT OTHER METHOD*]. We may require additional information to respond and, if needed, we will contact you using the contact information we have for you on file.

|  |
| --- |
| Date: |
| Name: |
| Email: |
| Address: |
| Phone number: |

We will process your request within 15 business days.

☐ Requester’s information verified by unexpired California driver’s license or California identification.

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

Dealership Representative

Printed Name

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

Dealership Representative

Signature

**[DEALERSHIP]**

**DELETION REQUEST UNDER THE CALIFORNIA CONSUMER PRIVACY ACT**

If you are a California resident, as of January 1, 2020 you have the right to submit a Request to Delete your personal information. Please note that notwithstanding your request, California law permits us to retain certain categories of personal information for numerous purposes, including to complete a transaction, to perform a contract between you and the dealership, and to comply with a legal obligation, such as a record retention requirement. Please visit our Privacy Policy online at [*INSERT*] for more information about your rights and how we handle your personal information.

To exercise this right, complete the request form below. Please look out for future communications regarding this request in your email or [*INSERT OTHER METHOD*]. We may require additional information to respond and, if needed, we will contact you using the contact information we have for you on file.

Type of Request:

☐ Request to Delete all personal information collected about me

☐ Request to Delete the following personal information about me:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |
| --- |
| Date: |
| Name: |
| Email: |
| Address: |
| Phone number: |

We will process your request by deleting your information, unless we are permitted or required to retain it. We will discontinue marketing to you and we will provide a written response regarding your request within 45 calendar days (unless additional time is needed, in which case we will notify you regarding the delay

☐ Requester’s information verified by unexpired California driver’s license or California identification.

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

Dealership Representative

Name

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

Dealership Representative

Signature

**[DEALERSHIP]**

**RIGHT TO KNOW REQUEST UNDER THE CALIFORNIA CONSUMER PRIVACY ACT**

If you are a California resident, as of January 1, 2020 you have the right to submit a Request to Know

information about the categories and specific pieces of personal information we have collected about you, as well as the categories of sources from which such information is collected, the purpose for collecting such information, the categories of third parties with whom we share such information and the purpose for which it was shared. Please visit our Privacy Policy online at [*INSERT*] for more information about your rights and how we handle your personal information.

To exercise this right, complete the request form below. Please look out for future communications regarding this request in your email or [*INSERT OTHER METHOD*]. We may require additional information to respond and, if needed, we will contact you using the contact information we have for you on file.

Type of Request:

☐ Request to Know Categories of Personal Information Collected

☐ Request to Know Specific Pieces of Personal Information Collected

|  |
| --- |
| Date: |
| Name: |
| Email: |
| Address: |
| Phone number: |

We will process your request by providing the information described above within 45 calendar days (unless additional time is needed, in which case we will notify you regarding the delay).

☐ Requester’s information verified by unexpired California driver’s license or California identification.

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

Dealership Representative

Name

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

Dealership Representative

Signature