



California Privacy Act Request Form

You are requested to use this form to exercise rights that may be available to you under the California Consumer Privacy Act of 2018 (CCPA) and California Privacy Rights Act of 2020 (CPRA).

To submit a request, please complete and email the form to cprarequest@dscorp.com (or call 877-412-0133 if you need assistance completing the form). We will review your request and contact you via email for any additional information needed to verify your identity and/or respond to your request.

1) Who is this request about (“Subject Person”)?

- Myself
- Someone else*

* Provide written evidence of your legal authority to make this request on behalf of the Subject Person.

2) Subject Person’s Details. Please provide the following information about the Subject Person:

- Subject Person's First Name: _____
- Subject Person's Middle Name: _____
- Subject Person's Last Name: _____
- Subject Person’s Current Email Address: _____

3) Does the Subject Person live in California on more than a temporary basis?

- Yes
- No (note: the CCPA and CPRA only apply to individuals who reside in the state of California).

4) Subject Person’s Relationship to DCS.

- Employee
- Former Employee
- Intern
- Board Member
- Applicant/Prospective Employee
- Independent Contractor or Consultant
- Other: _____

5) Is the email provided in item 2 above the same email address the Subject Person previously used or provided DCS?

- Yes.
- No. If no, please provide the email address the Subject Person previously used or provided:

6) Could the Subject Person have previously provided us a different name(s) (e.g., maiden name)?

____ Yes. If yes, please provide the other name(s) the Subject Person may have provided us.

____ No.

7) Privacy Request Type:

____ **Right to Know:** You have the right to submit a verifiable request up to twice in a 12-month period for specific pieces of your personal information obtained from you and for information about DCS's collection, use, and disclosure of your personal information.

Please note that the CPRA's right to obtain specific pieces does not grant a right to the whole of any document that contains personal information, but only to discrete items of personal information.

____ **Right to Delete:** You have the right to submit a verifiable request for the deletion of personal information you have provided to DCS. Requests for deletion shall not apply to personal information that DCS is required to retain by applicable law or regulation or in order to operate its business.

____ **Right to Correct:** You have the right to submit a verifiable request for the correction of objectively inaccurate personal information maintained by DCS.

8) Additional Details Regarding the Subject Person's Request (please do NOT include personal data here):

(Printed Name of Person Submitting Request)

(Signature of Person Submitting Request)

(Date)