

## Consumer Information Access or Deletion Request Form

**Please read the attached guidance before completing the form and submitting your request.**

Under the **EU General Data Protection Regulation (GDPR), California Consumer Privacy Act of 2018 (CCPA) and other similar data privacy regulations**, you have the right to access information we have about you, as well as the right to be deleted. If you wish, we will remove your contact info from our system.

Please read the Guide on the next page, then print, complete, sign and submit the form to [dataprivacy@sekologistics.com](mailto:dataprivacy@sekologistics.com). You will receive an acknowledgment message from SEKO Logistics ("SEKO") following receipt of this request. **SEKO will respond to inquiries to furnish or to delete your personal data, as applicable, within the timeframe provided under the applicable data privacy regulation.** Before we are able to comply with your request, we may also need to contact you in order to verify certain information.

### Personal Details

You are entitled to receive the personal information we hold about you. Submit your request by filling the information below.

<b>First Name</b>	
<b>Last Name</b>	
<b>Telephone Number</b>	
<b>Email</b>	
<b>Address</b>	
<b>Country</b>	

To assist SEKO in locating all instances of personal information, please provide a description of how the personal information was originally submitted to and used by SEKO. Be as detailed as possible:

### Requestor Details

***If you are a third party acting on behalf of a data subject***

If you are not the data subject, upon SEKO's request you must supply an original letter of authority (dated within the last 3 months) or a certified copy of any legal document giving you the authority to act on the data subject's behalf (e.g. power of attorney). Submit the request by filling the information below.

<b>First Name</b>	
<b>Last Name</b>	
<b>Telephone Number</b>	
<b>Email</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Country</b>	

### Declaration

The information that I have supplied in this form is correct and true. I understand that SEKO may need to contact me for more information to confirm my/ the data subject's identity and to respond to my request.

<b>Signature</b>	<b>Date (DD/MMM/YYYY)</b>

### Guide to Right to be Deleted or Right to be Forgotten

Under the EU General Data Protection Regulation (GDPR), **the data subject shall have the right to obtain from the controller, SEKO, the erasure of his or her personal data without undue delay**, and the controller has the obligation to erase the personal data without undue delay, where one of the following grounds applies:

1. The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
2. The data subject withdraws consent on which the processing is based according to point (a) of GDPR Article 6(1) or point (a) of GDPR Article 9(2), and where there is no other legal ground for the processing;
3. The data subject objects to the processing pursuant to GDPR Article 21(1), and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to GDPR Article 21(2);
4. The personal data have been unlawfully processed;
5. The personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
6. The personal data have been collected in relation to the offer of information society services referred to in GDPR Article 8(1).

**Where the controller has made the personal data public and is obliged pursuant to paragraph 1 to erase the personal data**, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that the data subject has requested the erasure by such controllers of any links to, or copy or replication of, those personal data.

**Paragraphs 1 and 2 shall not apply** to the extent that processing is necessary:

1. For exercising the right of freedom of expression and information;
2. For compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
3. For the establishment, exercise or defense of legal claims (i.e. a “legal hold order” or other similar litigation rule might prohibit deletion).

Under the California Consumer Privacy Act of 2018 ("CCPA", effective January 1, 2020, **California consumers have the right to the deletion of their personal identifying information**. There are 9 exemptions to this right. Upon a consumers request for the deletion of their personal information, SEKO will delete such information or notify you if any of the 9 exemptions are applicable not later than 45 calendar days from your initial request.

Accordingly, **SEKO will erase personal data under CCPA within 45 calendar days**. There is no requirement to complete this form to make a valid request. However, it has been developed to capture the information we may reasonably require processing your request effectively. We may contact you by telephone or email, if we need additional information.

**Applicable law may allow or require us to refuse to act on your request, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot honor your erasure request, we will inform you of the reasons why, subject to any legal or regulatory restrictions. If we determine that the personal data you are requesting to erase is not subject to Article 17 (GDPR), the CCPA or other data privacy regulations we will inform you of this decision.**

For details on how your personal information is used by SEKO, please see our Privacy Policy available on our website ([www.sekologistics.com](http://www.sekologistics.com)).

For additional information, please communicate with:

**SEKO Data Protection Officer** by email at [dataprivacy@sekologistics.com](mailto:dataprivacy@sekologistics.com)

<b>Internal Use Only</b>	
<b>Date Received</b> (DD/MMM/YYYY)	
<b>Identity Checked</b>	
<b>Acknowledgment Sent</b>	
<b>Applicable Calendar Day Processing Deadline</b>	