

The personal data required by this form is necessary to enable the US offices of Squire Patton Boggs ('SPB') to process your Data Subject Action Request. The information you supply will only be used for the purposes of identifying the personal info/data you are requesting and for responding to your request and maintaining related records. To protect data subject data privacy and security, for most requests we will need to verify your identity, and we will not collect personal info/data we do not already have. Promptly provide us any additional information we request to identify the data subject and, if applicable, verify the authority of an agent. If we are unable to verify identity and authority to the requisite level of certainty, we will deny the request. Do **NOT** send any sensitive personal info/data, including social security numbers or copies of government IDs.

1. Details of the person requesting the information or action

Full Name:	Former Names (if applicable):
Current Address:	Former address (including dates of change) (if applicable):
Resident of (which US state):	Month and Year of Birth:
Email address:	Contact Phone Number (during business hours):

2. Are you the Data Subject? (check box that applies)

I am the Data Subject

I am not the Data Subject, but am acting on the Data Subject's behalf as his/her agent. I have written authority, which I enclose, along with evidence of my identity and address.

3. Details of the Data Subject (if different than No.1, you are not the Data Subject)

Full Name:	Former Names (if applicable):
Current Address:	Former address (including dates of change) (if applicable):
Resident of (which US state):	Month and Year of Birth:
Email address:	Contact Phone Number (during business hours):

4. Identify the nature of the data subject's relationship with SPB

Job applicant, current or former employee or partner, independent contractor

Current or former client

Current or former client representative

Other

5. Identify what right(s) you are pursuing and, in the space provided (if applicable), provide the requested additional information. For further information regarding the rights of individuals in relation to their personal info/data, please see Section 2 of our U.S. State Privacy Notice.

Right to Know (categories (CA only))

Right to Know (access/copies/specific pieces) – please specify with as much detail as possible

Delete – please specify

The right to rectification/correction – please explain what and why

The right not to be subject to decisions based solely on automated decision-making

The right to limit certain processing of sensitive personal info/data (California residents only)

Please note that if you are making a Data Subject Access Request and the information you request reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. Please further note that information covered by a legal professional privilege or obligation cannot be disclosed.

Data Subject Action Requests are subject to certain conditions and exceptions. We will advise you in writing if we believe that your Data Subject Action Request is not valid under applicable law, with an explanation of the reason(s).

In most circumstances, SPB will provide you with a copy of the information requested free of charge. However, SPB may be permitted to charge a reasonable fee if a Data Subject Action Request is repetitive or manifestly unfounded or excessive. SPB also may charge a reasonable fee to comply with Data Subject Action Requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

5. Previous Data Subject Action Requests (if applicable)

Please note – This section only applies if SPB has made a previous Data Subject Action Request (DSAR) disclosure for you.

Date of previous DSAR	
Reference number of previous DSAR	
Name previous DSAR was made under	

6. Declaration

I declare that the information given by me is correct to the best of my knowledge, and that I am entitled to make the request identified above under the terms of the privacy laws of the US state in which I reside.

Signature	Date
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What Happens Next?

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Data Subject Action Request and start processing your records.

If your request is valid but we are unable to identify you, we will advise you of this and request additional information.

Once SPB has all the required information, your request should be completed within 45 days. However, if your request is complex, we will take an extension to a maximum of 90 days and inform you within the original 45-day period. We also will inform you of the reasons for the delay.

If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected.

Note that all information disclosed pursuant to a Data Subject Action Request is a file copy; originals are not provided.

Supplementing This Application

If after you have received the information you have requested you believe that:

- The information is inaccurate or incomplete; or
- We should no longer be holding that information; or
- We are using your information for a purpose of which you were unaware or to which you object; or
- We may have passed inaccurate information about you to someone else;

You should promptly notify the DSAR Manager by email or post to:

DSAR Manager

Squire Patton Boggs (US) LLP
1000 Key Tower
127 Public Square
Cleveland, Ohio 44114

E DataSubjectRequests@squirepb.com