

PERSONAL INFORMATION RIGHTS REQUEST FORM

Element may process personal information about you when you purchase goods from us or use our online services. Under data protection law, you may have certain rights relating to the personal information we process about you. If you would like to action a right under your local data protection law, please complete this form and return it to privacy@element.com.

If you would like information on how we handle your personal information, please read our privacy notice available at www.element.com/terms/privacy-statement. If you are based in the US, we also have a toll-free number of 1-866-843-1820 which you can use if you have any questions related to how we manage your personal data.

About You

Please confirm who is making this request:

- I am making this request on my own behalf
- I am making this request on behalf of someone else and I have the lawful authority to do so

Requester Information

First name(s):	
Last name:	
Correspondence address:	
Email address:	
Mobile phone number:	
Are you an Element customer?	Yes <input type="checkbox"/> No <input type="checkbox"/> if no, please describe your relationship with Element:
If you have an Element account, please provide the account name:	
What period does your request cover?	Start date: End date:

Authorized agent of the requester (if applicable)

First name(s):	
Last name:	
Company you work for (if relevant):	
Correspondence address:	
Email address:	
Mobile phone number:	

Data Protection Rights

Please tick which right(s) you would like to action under the data protection law that applies to you:

	UK General Data Protection Regulation (UK GDPR)	EU General Data Protection Regulation (EU GDPR)	California Consumer Privacy Act (CCPA)	California Privacy Rights Act (CPRA)	Virginia Consumer Data Protection Act (VCDPA)
Who does the law apply to?	UK residents	EU residents	Californian residents	Californian residents	Virginian residents
Right of access You have the right to access and receive a copy of your personal information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right of rectification You have the right to have inaccurate personal information rectified, or complete if it is incomplete.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Right to object You have the right in certain circumstances to object to us processing your personal information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Right to restrict processing You have the right to request the restriction the processing of your personal data.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A

	UK General Data Protection Regulation (UK GDPR)	EU General Data Protection Regulation (EU GDPR)	California Consumer Privacy Act (CCPA)	California Privacy Rights Act (CPRA)	Virginia Consumer Data Protection Act (VCDPA)
Right to erasure You have the right to ask us to erase your personal information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right to data portability You have the right to ask us to move, copy and transfer your personal information from one IT environment to another, in a safe and secure way, without affecting its usability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automated decision making and profiling right You have the right not to be subject to decision based solely on automated processing including profiling, which produces legal or similarly significant effects on you.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Opt out of profiling only and not automated decisions <input type="checkbox"/>
Targeted advertising right You have the right to opt out of the processing of your personal data for targeted advertising purposes.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Right to be informed You have the right to be informed about the processing of your personal information by us.	Please see our privacy notice, available at www.element.com/terms/privacy-statement for information on how Element processes your personal data.				
Right to non-discrimination You have the right not to be denied goods or services, charged a different price, or provided a different level or quality of goods or services because you exercised your data protection rights.	Element will never discriminate against you for actioning a data protection right.				
Right to opt out of sale of personal information You have the right to request your personal data is not sold by a business (with some exceptions).	Element does not sell any of the personal information is collects.				

If you would like to action a data protection right and it is not listed in the table above, please explain the right you would like to action below:

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Identification

We need to confirm your identity before we can action your request:

- If you are making this request on your own behalf, please send us a copy of your government issued photo identity document confirming your name and address.
- If you are making this request on behalf of someone else, please send us written confirmation that you are authorized to make the request on their behalf. We will also require a copy of their government issued photo identity document confirming their name and address.

Declaration

By submitting this form to us you are confirming:

- you are the individual (or authorized agent) whose personal information is the subject of this request and,
- you are who you claim to be.

Printed name of Requester:

Signature of Requester:

Signature of Authorized Agent (if applicable):