



OVERVIEW

California consumers have a right to delete personal information that London Computer Systems, Inc. (LCS) has collected, pursuant to Civil Code section 1798.105. Doing so may prevent LCS from offering you new products and hinder our efforts to support the products and services you may have purchased. By filling out the form below, you are making an official request to delete the personal information that LCS has collected about you. LCS will acknowledge receipt of the request within 10 days. LCS must verify that the person requesting to delete information is the same person for whom we have information on file. At a minimum, LCS will need to verify at least two pieces of information. Depending on the nature of the request, additional verification may be required to protect the security of the data. If the information can be verified, you will be asked to confirm your deletion. LCS will provide a response to your request within 45 days.

Note: California consumers may utilize an authorized agent to submit a request to delete on their behalf. All Authorized Agents operating on the behalf of a consumer will be asked to provide a written (and signed) document establishing their authority to submit requests and must be able to validate their own identity.

By completing the form below, you are submitting a formal request to delete the personal information that has been collected about you.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are you, or were you during the time in question, a California Resident or California Consumer? Yes No

I would like to submit an official request to delete the personal information that has been collected about me. Specifically:\*

I would like to have all of my personal information deleted.

I would like to have specific types of personal information deleted.

Please specify types of personal information to be deleted.

Are you requesting your own information or are you an Authorized Agent completing this request on behalf of another individual?

I am the individual whose personal information I am requesting.

I am an Authorized Agent completing this request on behalf of another individual.

Authorized Agent Name: \_\_\_\_\_

Authorized Agent Company Name: \_\_\_\_\_

Authorized Agent Email Address: \_\_\_\_\_ Authorized Agent Phone Number: \_\_\_\_\_

I confirm that I have a written and signed document establishing my authority to submit requests on behalf of the consumer whose personal information is the subject of the request.

\*Please Note: The information collected above will be used to help validate your request and/or to communicate with you throughout the process.

California consumers have the right not to receive discriminatory treatment by LCS for the exercise of the privacy rights conferred by the California Consumer Privacy Act (CCPA).

Additional Information regarding your rights under the CCPA can be found in our Privacy Statement (QManage.com/Privacy-Statement).

(INTERNAL USE ONLY)

Account #: \_\_\_\_\_ Sales Person: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_