



OVERVIEW

California consumers have a right to know what personal information London Computer Systems, Inc. ("LCS") collects, uses, discloses and sells. By filling out the form below, you are making an official request to know more about the personal information that has been collected about you. Once the form has been submitted, LCS will acknowledge receipt of the request within 10 days. LCS must verify that the person requesting access to the 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. LCS will provide a response to your request within 45 days.

Note: California consumers may utilize an authorized agent to submit a request to know 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 know more about 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 know more about the personal information that has been collected about me. Specifically, I am interested in knowing the following information:

- Specific pieces of personal information that have been collected about me.
The specific categories of personal information that have been collected about me.
The specific categories of sources from which the personal information has been collected about me.
The specific categories of personal information that LCS sold or disclosed for a business purpose about me.
The specific categories of third parties to whom my personal information was sold or disclosed for a business purpose.
The business or commercial purpose for collecting or selling my personal information.

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: _____