

PRIVACY RIGHTS REQUEST FORM

We at International Renewals Group take the privacy rights of our clients, visitors to our website and partners very seriously.

Applicable privacy and data protection laws provide individuals with certain rights regarding their Personal Data (as such term is defined in our [Privacy Policy](#)) for example: the EU General Data Protection Regulation (“**GDPR**”) and the California Consumer Privacy Act of 2018 (“**CCPA**”) (collectively “**Applicable Laws**”).

If you wish to submit a request to exercise your rights as provided under the Applicable Laws, please fill out this form and send it to our Data Protection Officer at: **dpo@internationalrenewals.com**.

Once we receive your completed form, we will process it and respond within the timelines required under the Applicable Laws. Please make sure you provide us with your up-to-date contact information as we may need to contact you for additional information in order to enable you to exercise your rights.

Please note, that any information you provide us with in connection with this request, will be processed by us solely in order to respond to your request.

Please see our [Privacy Policy](#) for more information.

Contact Information:

- **Full Name:** _____
- **Address (including ZIP):** _____
- **Email:** _____
- **Phone Number:** _____

Please let us know which rights you wish to exercise:

- Receive information of why and how my Personal Data is processed.
- Obtain a copy of my Personal Data that you process.*
- Request to delete my Personal Data that you retain.
- Receive a copy of my data and transfer it to a third party.*
- Withdraw my consent for processing my Personal Data (applicable under the GDPR).
- Object to the processing of my Personal Data (applicable under the GDPR).**
- Update/Correct my Personal Data (applicable under the GDPR).
- Stop sending me direct marketing/your newsletter.
- Other.

Please provide additional information about your request:

What is your relationship with us (client, user, visitor, customer, employee, partner, vendor etc.):

Verification of Identity

We aim to keep the privacy of individuals safe and we therefore need to make sure that you are indeed who you say you are and verify your identity.

Please send us a copy of your photo ID document (i.e., driver license, passport).

Please provide us with proof of your address so we can confirm your residence (please send us one of the following: utility bill, bank statement, driver's license, or tax document).

We will process your request within the timeframe required under Applicable Laws. We may extend the aforementioned timeframe if the request is complex or numerous or we require additional information.

The processing of the request is free of charge; however, we may reserve the right to charge a reasonable fee to cover certain administrative costs (such as providing additional copies of the data) or for handling manifestly unfounded or excessive requests

** Under the CCPA your rights only apply to Personal Information (as defined therein) collected 12 months prior to the request and you are not entitled to submit more than 2 requests in a 12 month period.*