



DATA SUBJECT ACCESS REQUEST FORM

Please complete using capital letters only. Complete as much of the requested information as possible, providing as much detail as you are able. The more detail you're able to provide concerning your request, the more likely Taylor Guitars will be to find the information that you seek. The information provided herein will only be used in order to process your request, and will not be kept any longer than is necessary to do so.

1. Relationship to Taylor Guitars

Employee/Applicant of Taylor Guitars

Consumer/Customer of Taylor Guitars

2. Details of the Individual Requesting Information

Full Name:

Fax Number:

Postal Address:

Physical Address:

Primary Telephone Number:

Alternate Telephone Number:

Primary Email:

Alternate Email:

3. Are You the Data Subject? Is the Information About You?

YES: If the requested information is about you, please include the following with this completed form:

- Multiple forms of current identification, each bearing your photograph and your signature, that will allow us to verify your identity and match that identity with our data records, such as a copy of your passport, driver's license, and other supporting documentation

- A recent bill from a utility, rental agency, or mortgage company as proof of address

Then, please continue on to Question #6.

NO: If you are acting on behalf of the data subject with their legal written authority, please include the following with this completed form:

- Multiple forms of current identification for both you and the data subject, each bearing a photograph and a signature, that will allow us to verify each of your identities and to match the data subject's identity with our data records, such as a copy of a passport, a driver's license, and other supporting documentation

- A recent bill from a utility, rental agency, or mortgage company as proof of address for the data subject

- A signed copy of the legal written authority that allows you to act on behalf of the data subject

Then, please complete Questions #4 and #5.

4. Details of the Data Subject

Full Name:

Fax Number:

Postal Address:

Physical Address:

Primary Telephone Number:

Alternate Telephone Number:

Primary Email:

Alternate Email:

5. Please Describe Your Relationship with the Data Subject that Leads You to Make this Request for Information on Their Behalf

Description:

6. The purpose of submitting this request is to:

- Know what information is being collected from me (**Right to Know/Access**)
- Have my information deleted and/or forgotten (**Right to Delete/Right to be Forgotten**)
- Opt-out of having my data transferred or shared with third parties (**Right to Opt-Out**)
- Receive or transfer my collected data in a readily usable format (**Right to Data Portability**)
- Correct inaccurate personal information about me (**Right to Correct/Rectify**)
- Limit the use of my sensitive personal information (**Right to Limit Sensitive Personal Information**)
- Limit the use of my data in automated-decision making (**Right to Access and Limit Automated Decision Making**)
- Other

7. Please Enclose any Additional Information that May Assist Taylor Guitars in Process Your Request as Accurately and Quickly as Possible

DECLARATION

To be completed by all requestors. Please note that any attempt to mislead may result in prosecution.

I, _____ (Name), under the penalty of perjury, certify that the information given on this request form to Taylor Guitars is true. I understand that it is necessary for Taylor Guitars to confirm my / the data subject's identity, and that it may be necessary for Taylor Guitars to obtain more detailed information in order to locate the correct personal data. I understand that Taylor Guitars will respond to this request without undue delay as soon as identities have been verified and all necessary, relevant details have been received.

Print Name:

Date:

Signature:

INSTRUCTION

Please email this completed form with all requested detail to:

For Employees/Applicants:

Taylor Guitars Human Resources Department
Email: Shaun.Paluczak@taylorguitars.com
Phone: 619-258-1207 (toll free)

For Consumers/Customers:

Taylor Guitars Customer Service
Attn: DSAR Processing Agent
Email: Support@taylorguitars.com
Phone: 619-258-1207 (toll free)