



## DATA SUBJECT ACCESS REQUEST FORM

### For Customers and Fans of Taylor Guitars

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. Details of the Individual Requesting Information

Full Name:

---

Fax Number:

---

Postal Address:

---

---

---

Physical Address:

---

---

---

Primary Telephone Number:

---

Alternate Telephone Number:

---

Primary Email:

---

Alternate Email:

---

#### 2. 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, making sure that each page of submitted documentation has been notarized:

- 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 #5.**

**NO:** If you are acting on behalf of the data subject with their legal written authority, please include the following with this completed form, making sure that each page of submitted documentation has been notarized:

- 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 #3 and #4.**

### 3. Details of the Data Subject

Full Name:

---

Fax Number:

---

Postal Address:

---

---

---

Physical Address:

---

---

---

Primary Telephone Number:

---

Alternate Telephone Number:

---

Primary Email:

---

Alternate Email:

---

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

Description:

---

---

---

### 5. Please Describe the Personal Data and Information You Seek in as Much Detail as Possible

Specific Data 1:

---

---

Description:

---

---

---

Specific Data 2:

---

---

Description:

---

---

---

Specific Data 3:

---

---

Description:

---

---

---

Specific Data 4:

---

---

Description:

---

---

---

Specific Data 5:

---

---

Description:

---

---

---

**6. 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), 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:

\_\_\_\_\_

## RIGHT TO BE FORGOTTEN - OPTIONAL

This section is optional. Please only complete this section if you wish to exercise your "right to be forgotten" and prefer that Taylor Guitars delete all of your personal data on record.

**PLEASE BE AWARE THAT SUCH DELETION WILL INVOLVE ALL OF YOUR DATA, AND WILL BE PERMANENT, IRREVERSIBLE, AND UNRECOVERABLE.**

I, \_\_\_\_\_ (Name), wish to exercise my "right to be forgotten" and request that Taylor Guitars delete all of my data on record. I understand that this deletion of my data will be permanent, irreversible, and unrecoverable. I also 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 fax this completed, notarized form with all requested detail and notarized documentation to:

**Taylor Guitars Customer Service**  
**Attn: DSAR Processing Agent**  
**Fax Number: 619-596-3959**

Please provide your Notary's name, phone number and address below:

Notary Name:

Notary Phone Number:

\_\_\_\_\_

\_\_\_\_\_

Notary Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_