

CALIFORNIA CONSUMER PRIVACY ACT (“CCPA”) REQUEST FORM

If you are resident of the State of California, you have the right under the CCPA to request that we: (a) disclose categories of personal information we have collected and/or disclosed about you, (b) disclose the sources from which your personal information was collected, (c) disclose our business or commercial purpose for collecting and/or disclosing your personal information, (d) disclose specific pieces of personal information about you in our Firm’s possession, (e) delete any personal information that we have collected directly from you subject to certain exceptions permitted by law as explained in our privacy policy. As stated in our privacy policy, we do not sell personal information that we receive nor do we share it with third parties for marketing purposes.

To exercise any of these privacy rights please complete the relevant portion of the form below. For more information about Hinshaw’s privacy practices, click here **[insert link back to privacy policy]**.

Please use the form below to make a request on your own behalf. If you are submitting a request on behalf of another person, we will need to confirm your authority to make the request on behalf of the other person.

Please identify which privacy right(s) you wish to exercise:

1. **Right to Know:** You have the right to request that Hinshaw disclose certain information about our use, collection and disclosure of your personal information in the preceding twelve (12) months. To exercise this Right, please check the appropriate box or boxes relating to the information you would like us to disclose to you:

- Categories of personal information in our possession.
- Categories of any third parties with whom we shared your information.
- Categories of sources from which your personal information was collected.
- Categories of personal information we disclosed about you for a business purpose.
- The business or commercial purpose for collecting your personal information.

2. **Right of Access:** You have the right to request that we provide you with:

- The specific pieces of personal information that we have collected about you.

3. **Right to Delete:** You have the right to request that Hinshaw delete any personal information we have collected from you, subject to certain exceptions as permitted by law. Click the box immediately below if you would like Hinshaw to delete any of the personal information that we collected from you. If you are requesting that we only delete certain categories or pieces of information, please identify that information on the following page of this form.

- Delete personal information that we collected from you.

Please complete this form by entering your name, your email address or postal address on the following page so that we can promptly acknowledge receipt of your request, begin our verification process and complete our response to your request:

Your Name: _____

If you are submitting a request on behalf of another California resident please provide:

1) The name of the person on whose behalf this request is made:

2) Describe your relationship to that person and your authority to make this request on his or her behalf: _____

Your Email Address: _____, or if you prefer:

Your Postal Address: _____

Additional information you agree to provide us to confirm your identity and if you are making the request on behalf of another person your authority to make this request: _____

Specific Categories or pieces of information you request we delete: _____

Our Verification Process: As we explained in our Firm’s Privacy Notice for California Residents in our Online Privacy Policy, before we respond to any request involving personal information, the CCPA requires that we confirm the identity of the person making the request, and if the request is made on behalf of another person, his or her authority to make the request on another person’s behalf.

We are not obligated to provide or delete any information pursuant to your request if we are unable to adequately verify your identity or the identity of the person making the request on your behalf. Accordingly, we reserve the right to deny any request where we were unable to satisfactorily confirm your identity. If you have authorized someone to make a request on your behalf, we reserve the right to deny the request if we are unable to adequately verify the identity of that person or if we are unable to verify that the individual making the request is authorized to act on your behalf, which may include requesting a copy of any written authorization or power of attorney for the request.

We will attempt to verify your identity by matching any information provided in your request against the personal information already in our possession. If we are unable to confirm your identity or authority to our reasonable satisfaction, we will notify you.

This process does not require that you establish any type of account with our firm, or sign up to receive any of our publications or services, or attend any of our programs.

Questions: Should you have any questions about our Firm’s privacy practices, our Privacy Notice for California residents, or the use of this form, please contact our Firm’s General Counsel: Steven Puiszis. You can contact him via email at spuiszis@hinshawlaw.com, or by calling him at 312 704-

3243, or by writing him at: Hinshaw & Culbertson LLP, 151 N. Franklin St., Suite 2500, Chicago, Illinois 60606.