

CALIFORNIA CONSUMER PRIVACY ACT (“CCPA”) REQUEST FORM

If you are California resident, the California Consumer Privacy Act grants you certain rights concerning your personal information in the possession of our Firm. One way you can exercise any of your CCPA privacy rights is by completing the relevant portion of the form below. 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 we disclose certain information about our collection, use and disclosure of your personal information. To exercise this Right, please check the appropriate box or boxes relating to the information you would like us to disclose:

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

- Specific pieces of personal information that we have collected about you subject to certain statutory exceptions and limitations.

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. 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.

4. **Right to Correct:** You have the right to request that Hinshaw correct any personal information about you which is incorrect. Click the box immediately below if you would like Hinshaw to correct any of your personal information in our possession that you believe to be inaccurate. Please identify that information on the following page of this form.

- Correct personal information that I believe is incorrect.

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

Your Name: _____

Your Email Address: _____, or if you prefer:

Your Postal Address: _____

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: _____

Please provide any additional information you wish 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 provide, delete or correct:

Our Verification Process: 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, correct 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. 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 Statement, 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.

Last updated: December 2022.