

California Consumer Privacy Rights Request Form

Suncoast Travel

Instructions: California residents can use this form to submit requests under the California Consumer Privacy Act (CCPA) and California Privacy Rights Act (CPRA). We will respond to your request within 45 days and may contact you to verify your identity before processing your request.

Submit this completed form to:

- **Email:** [Your Privacy Email Address]
- **Mail:** Suncoast Travel, Attn: Privacy Requests, [Your Address]

Section 1: Requestor Information

1. Are you a California resident?

- Yes
 No

2. Is this request for:

- Myself (Consumer)
 On behalf of someone else (Authorized Agent)

If you are an authorized agent, you must also provide written authorization from the consumer

Section 2: Contact Information

First Name: _____

Last Name: _____

Email Address: _____

Phone Number: _____

California Address:

Street: _____

City: _____

State: CA Zip Code: _____

Relationship to our company (select all that apply):

- Current client/customer
 Former client/customer
 Website visitor

- Newsletter subscriber
- Other: _____

Section 3: Type of Request

Please select the type of request you are making (check all that apply):

Right to Know

- Categories of Information** - What categories of personal information we have collected about you
- Specific Information** - The specific pieces of personal information we have collected about you
- Sources** - The categories of sources from which we collected your personal information
- Business Purpose** - The business purposes for collecting your personal information
- Third Party Sharing** - The categories of third parties with whom we share your personal information

Right to Delete

- Delete Personal Information** - Delete the personal information we have collected about you
Note: Some information may be retained for legal or business purposes

Right to Correct

- Correct Information** - Correct inaccurate personal information we have about you
Please specify what information needs correction:

Right to Opt-Out

- Opt-Out of Sale/Sharing** - Do not sell or share my personal information
- Limit Use of Sensitive Information** - Limit use of sensitive personal information

Section 4: Preferred Response Method

How would you like to receive our response?

- Email (to the address provided above)
- Mail (to the address provided above)

Section 5: Additional Information

Please provide any additional details about your request or information that might help us locate your records:

Section 6: Identity Verification

We may contact you to request additional information to verify your identity before processing your request. This may include asking for:

- Government-issued photo ID
- Additional verification questions
- Documentation of your relationship with our company

Section 7: Declaration

By submitting this form, I certify that:

- The information provided is complete, accurate, and current
- I am the consumer who is the subject of this request OR I am authorized to act on behalf of the consumer
- I understand that providing false information may result in denial of my request
- I understand that Suncoast Travel has up to 45 days to respond to my request (with possible extension to 90 days)

Signature: _____

Print Name: _____

Date: _____

For Authorized Agents Only

If you are submitting this request as an authorized agent on behalf of a consumer, you must also provide:

- Written authorization** from the consumer (power of attorney, signed letter, etc.)
- Proof of your identity** (government-issued ID)
- Proof of the consumer's identity** (copy of consumer's government-issued ID)

Your Name: _____

Your Relationship to Consumer: _____

Authorization Document Attached: Yes No

Privacy Contact Information:

- Email: [Your Privacy Email]
- Phone: [Your Phone Number]
- Mail: Suncoast Travel, Attn: Privacy Requests, [Your Address]

We do not discriminate against consumers for exercising their privacy rights under the CCPA.

For Internal Use Only:

Date Received: _____

Received By: _____

Verification Method: _____

Response Date: _____

Status: Completed Denied Additional Info Needed