

PERSONAL DATA REQUEST FORM

TO: Company Name: Ilpea Industries Inc.

Contact Email: career@ilpeaindustries.com

Date of Request: _____

1. Data Subject Information

Full Name: _____

Previous Name (if applicable): _____

Work Location (State) (if applicable): _____

Department: (if applicable) _____

Employment Status (if applicable):

☐ Current Employee

☐ Former Employee

☐ Customer

☐ Supplier

☐ Other stakeholder, please specify _____

Personal Email (for response): _____

Phone Number (optional): _____

To protect your privacy, the company may request additional information necessary to verify your identity before processing this request.

1. Type of Request

Please check all that apply:

☐ A. Access to My Personal Data

I am requesting:

☐ Confirmation whether the company processes my personal data

☐ A copy of my personal data

☐ Information about:

- The categories of personal data collected

- The purpose(s) for processing
- The source of my personal data (if not collected directly from me)
- Categories of recipients or third parties who have received or may receive my data
- How long my data is retained (or the criteria used to determine retention)
- Whether automated decision-making or profiling is used
- Meaningful information about the logic involved in any automated decision-making and the potential impact on me

☐ B. Correction of My Data

I believe certain information is inaccurate or incomplete.

Please describe what needs correction:

☐ C. Deletion of My Data

I am requesting deletion of certain personal data, where permitted by law.

Please specify:

(Note: Certain employment records or other records may be retained as required by federal, state, tax, payroll, litigation hold, or other legal obligations.)

☐ D. Restriction of Processing

I request that processing of certain data be limited while an issue is reviewed.

Please describe:

☐ **E. Objection to Processing**

I object to certain processing of my personal data.

Please describe:

☐ **F. Direct Marketing Opt-Out**

I request that my personal data not be used for marketing or promotional communications.

☐ **G. Biometric Data (If Applicable)**

If applicable, I request information about or deletion of biometric data (such as fingerprint time clock data), subject to legal retention requirements.

3. Additional Information (Optional)

Please provide any additional details that may help us process your request:

4. Acknowledgment

I understand that:

- The company may need to verify my identity before fulfilling this request.
- Certain records may be retained where required by law or legitimate business necessity.
- The company will respond within 30 days where legally required (or sooner if possible).
- If additional time is needed, I will be notified.
- If the company is unable to fulfill part or all of this request, I will receive a written explanation of the reasons.

Signature: _____

Date: _____