

## Data Subject Request Form

This form may be used for access requests, the right to be forgotten or erasure, rectification, data portability, restriction of or objection to processing of personal information by Ceridian HCM and its subsidiaries. This form may be used by an individual to submit their own request, or by an authorized agent to submit a request on an individual's behalf.

**Please Note:** Employees who receive services from Ceridian should access and rectify personal information directly in the self-service tool. Where personal information is not made directly available and cannot be corrected in the self-service tool, the employee request may be redirected to their employer. Employees of Ceridian Clients should pursue data subject requests through their employer. Ceridian is required to notify its client employers of any data subject requests made directly to Ceridian and will follow their direction with respect to the request made.

### **What you need to know:**

1. Please complete the form below. If sufficient information is not provided, Ceridian may not be able to fulfill requests. Depending on the request, we may ask you to provide additional information. If you are an authorized agent submitting a request on behalf of an individual, you must attach a signed and notarized permission from the individual stating that you have authorization to act on their behalf.
2. A response to requests containing sufficient information will be provided within 30 days of receipt or in accordance with applicable privacy legislation.
3. Requests may be refused in accordance with applicable privacy legislation.
4. A charge for requests may only be issued in accordance with applicable privacy legislation and Ceridian will notify you if a charge applies.
5. Ceridian may contact you as indicated on the form to validate your identity or clarify requests.
6. Ceridian may inform third parties that your personal information has been updated, corrected or erased.
7. Data Subject Request Forms may be mailed to Ceridian's Privacy Office: 3311 E. Old Shakopee Road, Minneapolis, MN 55425, USA.
8. If you are a California resident or would like to submit a request on behalf of a California resident by phone, you can contact us at 1-888-975-7674.
9. Please DO NOT list sensitive personal information in the space available.
10. Please note that Ceridian reserves the right to retain basic information about requests and how they were fulfilled.

<b>Last Name:</b>	<b>Legal First Name:</b>
<b>State/Province:</b>	<b>Country:</b>
<b>Telephone Number:</b>	<b>E-mail:</b>
<b>Company Name:</b>	

### **What is your relation to Ceridian?**

Ceridian Employee

Employee Number

Former Ceridian Employee

Ceridian Applicant

Client Applicant

Contractor

Client

Prospective Client

Paysa User

Clearview Logix User

Other

If other, please indicate relationship

**Preferred method of contact if clarification is required:**

E-mail

Telephone

**Please provide a detailed description of your request:**