

## Data Subject Rights Request Form

This form may be used for personal information rectification requests, access requests, the right to deletion, data portability, and the right to object to or restrict processing.

### What you need to know:

1. Once we receive your request to access or delete your information, we will send you a receipt confirming your request, and we will respond to your request in accordance with applicable law.
2. If sufficient information is not provided, Better World Books may not be able to fulfill requests.
3. Requests may be refused in accordance with applicable privacy law. If we deny a request, we will provide you with an explanation as to why we denied the request.
4. Depending on the nature of your request, Better World Books will need to validate your identity in order to complete such request.
5. For customers that maintain an online account with us, you may verify your identity by submitting this request through your online account. Re-authentication may be required before we complete requests to disclose or delete your personal information.
6. For authorized agents making a request on behalf of another individual, we may require that the individual whose information is being requested first provide the authorized agent with written permission to do so, or we will require that the individual verify their own identify directly with Better World Books.
7. Better World Books will inform third parties that your personal information has been updated, corrected or erased as necessary.
8. Data Subject Access Request Forms may be mailed to Better World Books, 55740 Currant Road, Mishawaka, Indiana, 46545, U.S.A. or e-mailed to [privacy@betterworldbooks.com](mailto:privacy@betterworldbooks.com).
9. Please do not list sensitive personal information in the space available.

Please complete this form to initiate processing of your request.

|                              |                          |
|------------------------------|--------------------------|
| <b>Last Name:</b>            | <b>Legal First Name:</b> |
| <b>Mailing Address:</b>      | <b>City:</b>             |
| <b>Zip Code/Postal Code:</b> | <b>Country:</b>          |
| <b>Telephone Number:</b>     | <b>E-mail:</b>           |

Better World Books will use the personal information that you supply on this form (including your email address) and any personal information you may submit in further correspondence for the purposes of processing your request and meeting our legal obligations. Please note that if you are signed into your Better World Books Account, we may associate your submission with that account.

### What is your relation to Better World Books?

If other, please indicate relationship: \_\_\_\_\_

**If you are submitting this request on behalf of someone else, please specify your relationship to that person (for example, “parent”, “attorney”). We may ask for documentation confirming that you are authorized to represent this person.**

**Your legal relationship to the person on whose behalf this request is made**

\_\_\_\_\_

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

**I would like to request the following regarding my personal information:**

- Correct or Update it
- Access it

Show me what personal information you have collected about me.

If you’re requesting access to the personal information we collected about you, please identify the types of personal information you wish to receive:

- Categories of personal information we have collected about you, the business purpose for which we have collected it, the categories of third parties with whom we have shared your personal information, and the business purpose for which we have sold or disclosed each category of personal information (if applicable)
- Specific pieces of information we collected about you
- Port it

Show me what personal information I have shared with Better World Books.

- Delete it

Remove my personal information, which [will end my ability to use the respective service(s).]

- Opt-Out of the Sale of Personal Information

I do not want Better World Books to sell my personal information.

- Object to or restrict processing of my personal information

I wish to limit the way in which Better World Books uses my personal information.

**Comments/Feedback**

Specify any further detail you would like to include with this request.

**I confirm that:**

- Under penalty of perjury, I declare the above information is true, correct and that I am the person, or the parent or guardian of a minor, whose name appears above.

- A request to delete my personal information is irreversible and will result in [termination of services] with Better World Books.

- I understand that I will be required to validate my request and I will be contacted to complete this request.