

Employee/Job Applicant Exercise of Rights Request Form

Crestron Electronics, Inc.

Last updated: 12 January 2023

1. Identification of the Requesting Party

Name: _____ **Phone Number:** _____
First, Middle and Last Name

Address: _____
Street / City / State / Postal Code

State(s) of Residency in the last 12 months: _____

Note: You must be a California resident to exercise the rights pursuant to the California Consumer Privacy Act (CCPA) as amended by the California Privacy Rights Act (CPRA), subject to the exceptions in such laws. To the extent such rights are otherwise authorized by other applicable state privacy laws, you may have the same or similar rights.

E-mail: _____

Note: Current CRESTRON employees must use CRESTRON issued e-mail

Please describe in what capacity or context you have interacted with us and in which you may have provided personal information to us:

- Employee
- Employee's family member, dependent, or beneficiary
- Job Applicant

2. Which Rights Do You Request to Exercise?

- Right to Know.** If CRESTRON has processed your personal data since 1/1/2022, what information would you like to obtain?
- Categories of personal information collected from or about you.
 - Categories of sources from which the personal information was collected.
 - Business purpose for which the personal information was collected.
 - Categories of third parties to which the personal information was disclosed.

- Right to Access** the specific pieces of personal information that was collected from or about you.

- Right to Delete** personal information that was collected from or about you, subject to applicable exceptions.

- Right to Correct.** Which (inaccurate) personal data do you wish to correct?

Inaccuracy: _____ → Correction: _____

Inaccuracy: _____ → Correction: _____

Inaccuracy: _____ → Correction: _____



3. Proof of Your Identity

- This request has been submitted with information sufficient to verify your identity.

Note: If CRESTRON has reasonable doubts concerning your identity, CRESTRON may request the provision of additional information sufficient to verify your identity, including to verify information that we can use to link your identity to particular information in our possession. If CRESTRON cannot verify your identity, CRESTON may deny your request.

4. Authorized Agent Verification (if applicable)

- This request has been submitted through an agent with written proof that they have your permission to act on your behalf. **Agent's Name:** _____.

Note: You must be a California resident to submit a request via an authorized agent. Such a request must be submitted with: (a) an executed valid, verifiable, and notarized power of attorney, or (b) other written, signed authorization that we can then verify. We will also contact you and ask you for information to verify your own identity directly and not through your authorized agent. We may deny a request from an authorized agent if the agent does not provide your signed permission, and documentation sufficient to demonstrate that they have been authorized by you to act on your behalf.

5. Crestron's Response to Your Request

Upon receiving a verifiable request from a California resident, we will confirm receipt of the request no later than 10 business days after receiving it. We endeavor to respond to a verifiable request within forty-five (45) calendar days of its receipt. If we require more time (up to an additional 45 calendar days, or 90 calendar days total from the date we receive your request), we will inform you of the reason and extension period in writing. We will deliver our written response by mail or electronically. The response we provide will also explain the reasons we cannot comply with a request, if applicable.

We do not charge a fee to process or respond to your verifiable request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

For a request to correct inaccurate personal information, we will accept, review, and consider any documentation that you provide, and we may require that you provide documentation to rebut our own documentation that the personal information is accurate. You should make a good-faith effort to provide us with all necessary information at the time that you make the request to correct. We may deny a request to correct if we have a good-faith, reasonable, and documented belief that a request to correct is incorrect, unmerited, fraudulent, or abusive. If we deny your request to correct, we shall inform you of our decision not to comply and provide an explanation as to why we cannot comply with your request.

6. Your Signature

Signature: _____

Name: _____

Location: _____

Date: _____

6. Contact Crestron

Via e-mail: employeeprivacy@crestron.com.

Via post:
Crestron Electronics, Inc.
15 Volvo Dr.
Rockleigh, NJ 07647 USA
Attn: Human resources

Via phone: Call our toll-free employee privacy support line at 1-888-885-2920.

