

Data Subject Access Request Form

Káyana Solutions, Inc.

This form is to be used by data subjects wishing to obtain access to or a copy of his or her personal data, which is under the custody of Káyana Solutions, Inc. (Káyana), and/or specific information regarding the nature, purpose, and extent of their processing. Completing this form is necessary to know the information you have provided as our data subject under our services.

The information requested below will help Káyana (a) satisfy itself as to your identity and (b) find any data Káyana holds about you.

For more information on the protection, retention, and disposal of your data in exercising your data subject rights, you may contact us through privacy@kayana.ph

Section 1. About Yourself

Name of Data Subject (Last Name, First Name, Middle Initial)	
Email Address	
Mobile Number	
Present Address	
Permanent Address (if different from the Present Address)	

Section 2. Proof of Identity

To be able to establish your identity, you must submit a copy of one document from each of the following categories with your request (include in the email as an attachment):

- Confirmation of name.** Any government-issued identification card or document (e.g., driver's license, passport, etc.):
- Confirmation of name and address.** Driver's License, Utility Bill, Bank or Credit Card Statement, or any other equivalent or similar document showing your name and address:
- For requests made on behalf of an individual** (as applicable), an authorization letter is required in addition to the requirements set forth. A copy of any government-issued identification card and the presentation of the original, on demand, are also required.

PRIVACY NOTICE: We respect your rights under Philippine data privacy laws. Any or all personal data you provide will only be used to process your communication. This includes contacting you should clarification or additional information be needed. All collected data will be kept secure and confidential unless otherwise authorized by law. The data processed here will be disposed of as soon as the purpose for their use has been achieved.

Section 3. Type of Request

Please indicate the type of request by selecting the proper box:

- Access Request.** You wish to exercise your Right to Access and require access to information that Káyana processes about you.
- Data Portability Request.** You wish to exercise your Right to Data Portability and have Káyana deliver your information to you in a form that is useful to you.

Section 4. Additional Information

To help Káyana find your information, please use the space below to provide further details that may help find your personal data.

- a. What is the specific document or information you seek?

- b. What is the reason for this request?

- c. What are relevant dates/times for this request?

Section 5. Attestation.

The information I supply in this form is true and correct, and I am the person to whom it pertains.

Signature; Date Signed

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