

Exercise of Privacy Rights Form

Káyana Solutions, Inc.

We need complete and accurate information to assist you in exercising your rights as a data subject under Philippine data privacy laws. For more information on the protection, retention, and disposal of your data in exercising your data subject rights, you may contact us at privacy@kayana.ph

To exercise your Right to Access or Data Portability, kindly use the **Data Subject Access Rights Form**.

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 Privacy Right you wish to exercise by selecting the proper box:

- Right to be Informed.** This refers to your right to be informed that your personal data is being or has been processed.
- Right to Object.** This refers to your right to object to the processing of your personal data when your processing is used for direct marketing or is involved in automated decision-making or profiling, where the automated decision-making or profiling directly affects your established rights or privileges.
- Right to Correct or Rectify.** This refers to your right to dispute and correct any inaccuracy or error in the data that Káyana holds about you.
- Right to Block or Remove** This refers to your right to suspend, withdraw, or order the blocking, removal, or destruction of your personal data, provided the conditions for blocking or removal are met.
- Right to Indemnification.** This refers to your right to claim compensation if you suffered damages following a data privacy violation on the part of Káyana.

Section 4. Request Information

Please describe the incident that led to this request. Use another page, if necessary:

Section 5. Attestation.

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

I understand that additional information may be requested from me, which I shall provide only upon a written request from Káyana.

I understand that the outcome of this request will be sent to me through the contact information I provided above.

Signature; Date Signed

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