California Residents: CCPA Request Form

California residents have certain rights under the California Consumer Protection Act (“CCPA”) regarding the collection, deletion, and sale of their personal information.

The information we request below, and any additional information we may request when reviewing your submission, is to assist us in verifying your identity, determine our obligations under the CCPA, and respond to your request. We will only use information you provide to us with this request as permitted by law.

If you choose not to provide us with the information we need to fulfill your request or verify your identity, you agree that we are not obligated to honor your request.

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| **First Name**: | **Last Name**: |
| **Address**: | **City**: |
| *For verification purposes, please use the address and contact information you have on file with us, as applicable.* | |
| **State**: | **Zip Code**: |
| **Phone**: | **Email**: |
| **Preferred Method of Response Communication**: | Email  Mail |
| **What type of request are you making?**  Disclose categories, sources, and uses of personal information we collect, use, or disclose.  Disclose specific personal information we hold about you.  Delete personal information we have collected about you.  Request opt out of the “sale” of personal information about you. | |
| **Do you have an account with the Company?** | Yes  No |
| **Verification Standards IF YOU ARE A CALIFORNIA RESIDENT**:  Request to Know Categories of Information: If you are requesting categories of personal information, we will verify your identity to a reasonable degree of certainty, meaning we will require at least two data points provided by you to match at least two data points we have on file for you.  Request to Know Specific Pieces of Information: If you are requesting specific pieces of personal information, we will verify your identity to a reasonably high degree of certainty, meaning we will require at least three data points provided by you to match at least three data points we have on file for you. We will also require a signed declaration under penalty of perjury that you are the person whose personal information is the subject of this request.  Request to Delete: We will determine the standard of verification (reasonable degree of certainty or reasonably high degree of certainty) depending upon the sensitivity of information we have on file and the risk of harm to the consumer posed by unauthorized deletion.  Authorized Agents: If the requesting party is someone other than the California resident whose personal information is the subject of this request, we will require written authorization by the California resident demonstrating that the requesting party is authorized to act on behalf of the California resident. We will require the California resident to verify his or her identity directly with us to the degrees of certainty noted, above. When the requesting party is the parent or legal guardian of the California resident, or is acting under a valid Power of Attorney or similar assignment of agency, we will allow that party to verify the California resident’s identity. | |
| **Requestor Name (Please Print):** | **Signature**: |
| **Request Date**: | |
| **For additional information**:  Phone: 281.479.0338  Mail: 2900 E. San Augustine St., Deer Park, TX 77536  Attn: Human Resources | |