

DATA SUBJECT REQUEST FORM

Stratford Ltd. and its affiliated companies and subsidiaries (“**Company**”) respects your rights and has created this form to enable an easy, simple and sufficient data subject request (“**DSR**”).

For the purpose of submitting a and exercise individuals rights pursuant to Data Protection Laws, please complete this DSR form and send it to our privacy team at: info@shelfy.io.

For the purpose of this form, the “Data Protection Laws” means any applicable data, privacy and security regulations that apply subject to your jurisdiction and shall include, without limitations and solely where applicable the EU General Data Protection Regulation (“**GDPR**”) and the California Consumer Privacy Act of 2018 (“**CCPA**”).

PLEASE PROVIDE ACCURATE INFORMATION OTHERWISE WE WON’T BE ABLE TO CONTACT YOU AND PROVIDE YOU WITH THE SUPPORT YOU ARE SEEKING.

ARE YOU THE DATA SUBJECT ?

- I am the Data Subject requesting action.
- I am not the Data Subject; however, I am acting on behalf of the Data Subject. I have written authority, which I enclose and attached to this letter herein.

WHAT IS YOUR RELATIONSHIP WITH US?

We are requesting this information so that we can easily comply with this request.

- Customer
- Potential Customer
- Merchant
- Partner or Service Provider
- Employee
- Consumer
- Other _____

CONTACT INFORMATION

Full Name: [_____]
Email Address: [_____]
Phone Number (optional): [_____]

The personal data or personal information, as such term is defined under applicable Data Protection Laws, provided herein is subject to the Privacy Policy available here: <https://shelfy.io/privacy-policy-2/> and will be processed as detailed therein.

PLEASE CHECK THE APPLICABLE BOX:

- The right to access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to receive information of why and how you are processing my information .
- The right to data portability

- The right to receive a copy
- The right to object
- The right not to be subject to decisions based solely on automated decision-making
- The right to opt-out
- Do not sell my personal information .
- Other .

Substantiate the request- please provide additional information about your request if you think it is needed:

VERIFICATION OF IDENTITY

In order to keep the privacy of individuals safe we need to make sure you are indeed who you say you are, for this reason we may send you a request to verify your identity, depending on the rights you wish to exercise.

TRANSFER OF DATA

The information you supply will only be used for the purposes of identifying the personal data you are requesting and for responding to your request, in accordance with the GDPR. It may be shared with our legal and administrative teams based outside of the EEA, subject to the EU Standard Contractual clauses for our intra-group transfers, and it will be stored securely until the relevant procedures are completed .

In addition to the information set forth above, we may require additional information and documentation depending on the nature of your request and your relationship with the Company. If additional information is needed to verify your identity, we will contact you immediately. Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals).

WHAT HAPPENS NEXT?

We will process the request without undue delay and in any event no later than within the time frame provided under applicable Data Protection Laws, we reserve the right in certain circumstances to extend the aforementioned period if the DSR is complex, numerous or we are in need of additional information.

The processing of the request is free of charge; however, we may want to reserve the right to charge a reasonable fee to cover certain administrative costs (such as providing additional copies of the data) or for handling manifestly unfounded or excessive requests

* Under the CCPA your rights only apply to the Personal Information (as defined therein) collected 12 months prior to the request and you are not entitled to submit more than 2 requests in a 12 months period.