



Personal Information Request Form

Please confirm your request: (Check one or more if required)

- Request disclosure about what personal information we collect and share.
- Access** a copy of your personal information we have collected.
- Make corrections** or updates to your personal information
- Request deletion** of your personal information. Note that we may retain information as required or permitted by law.
- Opt out of certain information-sharing practices

Completing this form will help us to address your request quickly and effectively.

Under the certain state laws, you may be permitted to use an authorized agent to make a request on your behalf. However, we may need to verify your authorized agent's identity and authority to act on your behalf. We may require a copy of a valid power of attorney given to your authorized agent pursuant to applicable law.

If you have not provided your agent with such a power of attorney, we may ask you to take additional steps permitted by law to verify that your request is authorized, such as by providing your agent with written and signed permission to exercise your rights on your behalf, the information we request to verify your identity, and confirmation that you have the authorized agent permission to submit the request.

If you have any questions about this form or your request, please contact support@leesa.com

Please see our [Privacy Policy](#), for additional information about these requests and the rights and choices you may have available.

1. Information about you.

Please provide the following information:

Full name	
Address	
Email address	
Telephone number	
Country or Region	
ZIP Code or Postal Code	
Additional information or details about the request, such as date of transaction(s) and order or transaction number(s) (do not include your credit card number, SSN, or any other sensitive personal information)	
I am a parent or guardian making a request on behalf of my child under 16 years of age.	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Whose personal information are you requesting?

If you are making this request on behalf of someone else, we will need the additional information in Section 2.2 before we can respond to your request.

Are you requesting access to your own personal information?

- If yes, please go to Section 3 below.
- If no, please complete the information in Section 2.2

2.2 If you are not requesting access to your own personal information, please provide the following information about the person on whose behalf you are making this request.

Full name	
Address	
Email address	
Telephone number	
Country or Region	
ZIP Code or Postal Code	
Additional information or details about the request, such as date of transaction(s) and order or transaction number(s) (do not include your credit card number, SSN, or any other sensitive personal information)	

For security reasons, we may not be able to respond to a request until we are able to verify the identity of the person for whom you are making the request, as well as confirming that you are authorized to request such information on the individual's behalf.

3. Acknowledgement

Please complete the fields below:

Full name	
Date	
Signature	

By completing the above, you acknowledge that the information I have provided is truthful and accurate.. Please note that we may need to verify your identity, residency, and/or contact you at the email address you provide to request additional information needed to process your request.

Please confirm you acknowledge the above statement.