**ATTACHMENT A- see comment**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

Thank you for contacting us.  We are in receipt of your request related to certain personal information, which you believe to be in our possession. This request was logged on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Enter the date] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Enter the Time Zone].

In order to confirm the legitimate nature of your request, we must first verify your identity. To do so, we ask that you provide the additional information set forth below which will help us determine any data we may hold, any rights you may be entitled to and ensure our response is relevant and appropriate.

While we understand you may be hesitant to provide additional details, this information will only be used to verify your identity with respect to your request and further ensure your applicable data protection rights.  Failing to provide us with the requested information within 30 days will result in this request being invalidated and the matter will be closed.

**Data Subject First Name:**

**Data Subject Last Name:**

**Data Subject’s State, or Province, & Country of Residency:**

**Email Address Used to Communicate with the Company (if different from the one in your request):**

**Date of last contact with Company:**

**The authority under which you are making this request (In the event you are making this request on behalf of another):**

Upon our receipt and verification of your identity and authority, if applicable, we will evaluate and respond to your request in accordance with applicable law.

Thank you,

The Data Privacy Team

[DataProtection@RPMInc.com](mailto:DataProtection@RPMInc.com)

<https://www.rpminc.com/privacy-policy>

**ATTACHMENT B- see comment**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

As of today’s date we have not received a response to our request for identity and/or authority verification sent to you via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Enter the method in which you sent the communication] on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as it relates to your request for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Therefore, we are unable to process your request at this time and this matter is being closed.

Thank you for contacting us.

The Data Privacy team

[DataProtection@RPMInc.com](mailto:DataProtection@RPMInc.com)

<https://www.rpminc.com/privacy-policy>

**Sample DSR Log for Group DSR Contacts**

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| **Date Received** | **Receiving Company Name** | **Data Subject Name** | **Form of Contact** (email, letter, phone) | **Country and State of Data Subject** | **Request Details** | **Date Identity Verification Sent** | **Verified** (yes or no) | **Action Taken** | **Closure Date** |
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