Data Access and Right to Correction and Erasure Request Form

You should complete this form if you want us to supply you with a copy of any personal data we hold about you and/or to request the Erasure or Correction of Personal Information that Kibo Software, Inc., or its subsidiaries ("Kibo"), process. You may be entitled to receive this information, and/or requests its removal or correction, under the EU General Data Protection Regulation ("GDPR") or other applicable law. Upon request, we can also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any additional rights that may exist.

We will endeavor to respond promptly and in any event within thirty (30) days of the latest of the following:

- Our receipt of this form/written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

Once completed, please submit this form through the portal located at https://kibocommerce.com/GDPR or email to Kibo.GDPR@kibocommerce.com.

SECTION 1: Details of the person requesting information

Surname/Family Name:

First Name(s)/Forenames:

Address:

Telephone Number:

Email Address:

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

☐ I am the data subject. I enclose proof of my identity (see below). (Please go to Section 4)

☐ I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). (Please go to Section 3)

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

1) Proof of Identity

Passport, photo driving licence, national identity card, birth certificate.

2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, tax filling document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3: Details of the data subject (if different from section 1)

Surname/ Family Name:

First Name(s)/Forenames:

Address:

Telephone Number:

Email Address:

SECTION 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be "manifestly unfounded or excessive". However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

SECTION 5: Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

☐ Why we are processing your personal data

☐ To whom your personal data are disclosed

☐ The source of your personal data

SECTION 6: Method of Delivery

I wish to:

☐ Receive the information in electronic format via eMail (some files may be too large to transmit electronically and we may have to supply in CD format or via secure link)

☐ Receive the information by post*

☐ Collect the information in person

☐ Go through the information with a member of staff via Phone

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

SECTION 7: Declaration

Please note that any attempt to mislead may result in prosecution. I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Kibo is true. I understand that it is necessary for Kibo to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

_____

Signature

Date: