



# Personally Identifiable Information Deletion Request Form

You need to complete this form if you want us to delete Personal Information that C&S Technologies Inc. systems. 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.

Once completed, please submit this form to us by mail or fax.

**C&S Technologies Inc.**

eSmart Payroll

1879 Lundy Ave. Suite 266

San Jose, CA 95131

Fax us at 408-941-2022



# Details of The Person Requesting Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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 or both of the following:

## Proof of Identity

- Current driver's license

Or

- Passport plus proof of address (Utility bill, bank statement, credit card statement)

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