**Alexandria Real Estate Equities, Inc.**

**CCPA Personal Information Request Form**

**Instructions**

Please complete Part 1 and Part 2 of this form.

Before making your request, please keep in mind the following:

1. **Provide details about your request.** For each request you are making, please provide the details per the instructions. We may be unable to honor your request if you do not provide us with enough information to process it.
2. **Limiting your requests to what you need will help us respond to it.** Limitingyour requests to specific date ranges, subject matters, types of documents, etc. will help us expedite your request. For example, if you’re only interested in information about your last performance review, then limiting your request to that will result in a much quicker response than if you ask for “all information”.
3. **Confidentiality.**
   * Some of the information we provide in response to your request may contain personal information of others, Alexandria’s sensitive, confidential, or proprietary information, or information that should otherwise be kept confidential.
   * Please remember that as a condition of working at/with Alexandria, you agreed to protect Alexandria’s sensitive, confidential, or proprietary information. Refer to the confidentiality agreement(s) you signed (if you are an active or former employee, the Employee Proprietary Information and Inventions Agreement; if you are a director, the Business Integrity Policy; if you are a consultant, your consulting agreement) and the employee handbook (if applicable) for more information on your confidentiality obligations. Reach out to Talent & Business Operations Team if you have any questions.
4. **Authorized agents**. Authorized agents can complete/submit this form on behalf of individuals pursuant to the CCPA. Additional information will be required.

Submitting your request:

1. Email: send it to [CCPA-TBO@are.com](mailto:CCPA-TBO@are.com) from your work email address (if you have one) and use the subject line “CCPA Request – [Your full legal name]”.
2. In-person: print out this form and meet with a member of Talent & Business Operations Team.

Part 1: Information about you

**Please provide the following information.**

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| *Please provide some details about you.*  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your relationship with us:  Employee (current or former)  Consultant/Contractor (current or former)  Job candidate (current or former)  Director of the board (current or former)  If you are an authorized agent making a request on behalf of another person, please answer the previous and subsequent questions on behalf of that person and provide your contact details here:  Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Relationship to person whose information is subject to the request(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Have you made any requests about your personal information in the last 12 months?***  Yes. (Please select the requests that you have made and approximate date(s) of them.)  Request for an explanation of how we use your personal information. Date(s): \_\_\_\_\_\_\_\_\_  Request to access (get a copy of) personal information. Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Request to delete. Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Request to correct. Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No |
| ***Request(s) you are making now:***  **Please check the box for which request(s) you are making.**  Request for an explanation of how we use your personal information  Request to access (get a copy of) personal information  Request to delete personal information  Request to correct personal information |

**Please proceed to Part 2.**

Part 2: Information about your request(s)

**For each request you are making, please see the instructions below. You do not need to complete the sections for requests that you are not making.**

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| ***If you are making a request for an explanation of how we handle your personal information:***  **No additional information needed.** |
| ***If you are making a request to access (get a copy of) personal information:***  **Please provide the following details regarding your request.**  **Date range of request**  Specific date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last month  Last 3 months  Last 6 months  Last 12 months  No date limit (we will respond as permitted by law)  **Subject matter of request**  Personnel file (e.g., job application, resume, offer letter, contact information, signed acknowledgements and agreements, performance evaluations, and other employment info)  Agreements signed by you (e.g., NDA, etc.)  Benefits file (includes benefit and retirement enrollment forms, beneficiary information, and other insurance info)  Performance review (self-review; manager reviews; 90-day review)  Job application materials  Payroll file (includes tax withholding forms, W-2 statements, pay statements, garnishment notifications, and time and attendance records)  Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  All personal information about me (we will respond as permitted by law)  **Please let us know if there are any other details about your request that may help us fulfill it.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***If you are making a request to delete:***  **Please provide the following details regarding your request.**  **Date range of request**  Specific date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last month  Last 3 months  Last 6 months  Last 12 months  No date limit (we will respond as permitted by law)  **Subject matter of request**  Personnel file (e.g., job application, resume, offer letter, contact information, signed acknowledgements and agreements, performance evaluations, and other employment info)  Agreements signed by you (e.g., NDA, etc.)  Benefits file (includes benefit and retirement enrollment forms, beneficiary information, and other insurance info)  Performance review (self-review; manager reviews; 90-day review)  Job application materials  Payroll file (includes tax withholding forms, W-2 statements, pay statements, garnishment notifications, and time and attendance records)  Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  All personal information collected from me (we will respond as permitted by law) |
| ***If you are making a request to correct:***  **Please provide details on what information you believe is inaccurate that needs to be corrected, and be as specific as possible.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |