

RIGHT TO BE FORGOTTEN/RIGHT TO ERASURE REQUEST FORM

For privacy reasons, you have the right to ask for certain personal information relating to you to be removed.

Under the EU General Data Protection Regulation (“[GDPR](#)”), you have the right to be forgotten. If you reside in an EU territory, you may request the deletion of your personal data that we collect, store, or process. When you make your request, we will balance the privacy rights of the individual concerned with the interest of the general public in having access to the information, as well as the right of others to distribute the information. For instance, we may refuse to delete certain information regarding professional malpractice or financial scams.

PERSONAL DETAILS

First Name	
Last Name	
Email Address	
Country	

REQUESTOR DETAILS

If you are a third party acting on behalf of a data subject

If you are not the data subject, you must supply an original letter of authority (dated within the last 3 months) or a certified copy of any legal document giving you the authority to act on the data subject’s behalf (*i.e.*, power of attorney).

First Name	
Last Name	
Email Address	
Country	

DECLARATION

The information that I have supplied in this form is correct and true. I understand that Topstep may need to contact me for more information to confirm my/the data subject’s identity and to respond to my/the data subject’s request.

Signature	Date (Month/Day/Year)

GUIDE TO THE RIGHT TO BE FORGOTTEN

Under the GDPR, Topstep has the obligation to erase the personal data, without undue delay, where one of the following grounds applies. Please choose one of the following grounds:

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- ☐ This personal data is no longer necessary for the purpose for which it was originally collected or processed.
- ☐ You withdraw your consent to the collection or processing of your personal data.
- ☐ You object to the processing and there is no overriding legitimate interest for continued collection or processing of your personal data.
- ☐ You believe that your personal data was unlawfully processed or collected (*i.e.*, in breach of the GDPR).
- ☐ Your personal data must be erased in order to comply with a legal obligation in EU or EU Member State law to which we are subject.
- ☐ Such personal data was processed in relation to the offer of information society services to a child.

Description of Request:

Attach a legible copy of a document that verifies your identity.

To prevent fraudulent removal requests from people impersonating others, or improperly seeking to suppress legal information, we need to verify your identity. A passport or other government-issued ID is not required. You may obscure (and we request that you do so) parts of the document (*i.e.*, ID number) as long as the remaining information identifies the relevant individual. You may also obscure any photograph in the identification document, unless you are asking for removal of photographs. We will use this information solely to help us assess and document the authenticity of your request.

As set forth in the GDPR, we may refuse such deletion:

- to exercise the right of freedom of expression and information;
- to comply with a legal obligation for the performance of a public interest task or exercise of official authority;
- for public health purposes in the public interest;
- for archiving purposes in the public interest, scientific research, historical research, or statistical purposes; or
- for the exercise or defense of legal claims.

We will respond to your request without undue delay and will keep you informed of the process. This process will take no longer than 30 days. We may request additional information in order to confirm your identity and/or to respond in the best way to your request.

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For details on how your personal information is used by Topstep, please see our [Privacy Policy](#).

For additional information, please communicate with:

Topstep’s Privacy Officer at support@topstep.com

Please submit forms to:

Via email: support@topstep.com

Via Post: 224 N Des Plaines, Suite 350, Chicago, Illinois 60661

TOPSTEP USE ONLY

Date Received	
Identity Checked	
Acknowledgment of Request Sent to Requestor	
30-day Deadline	
Resolution	
Notification to Requestor of Resolution	