

How can you request access to your personal data?

To request access to your personal data, you should submit a request to a business specifying which right you intend to exercise. The business must respond to your request within 45 days. You can use this form (next page) included on this website as a template to write to a business. Just add the name and contact information for the business at the top of the form, your own name and contact information at the bottom of the form, and then check which rights you want to assert.

August 1, 2024

[Name of company]

[Address of company]

[Email address of company if available]

To Whom it May Concern,

RE: Utah Consumer Privacy Rights

I am writing to you to assert my rights under the Utah Consumer Protection Act found at Utah Code 13-61-101 et seq. I am requesting that your company (check all that apply):

- describe my personal data your company possesses and how it is used;
- indicate whether your company processes my personal data;
- provide me with a copy my personal data in a format that is portable and readily useable so I may transmit the data without impediment;
- delete my personal data;
- discontinue using my personal data for targeted advertising; or
- discontinue selling my personal data.

Under Utah law, your company must respond to this request within 45 days. All of the information I have provided in this letter may be used only for the limited purpose of complying with this. I look forward to your prompt reply.

Sincerely,

[Your name]

[Full address]

[Email]

[Phone number]