DATA PRIVACY COMPLIANCE REQUEST OVERVIEW

Client Services Project Manager will act as liaison between Client and ENPOINTE to collect the verified consumer data privacy request. This may include access, erasure and portability requests explicit to the Client's jobs.

The Project Manager will identify the ENPOINTE job number(s) that correlate with the verified consumer request and initiate the Data Privacy Compliance protocol.

Overview of Data Privacy Compliance Protocol

- Identification of each job(s) which meet the criteria defined within the Client's request and its linked production status

- Define the Client's request type [Access, Erasure and/or Portability]

- Translate Client Data Privacy Compliance request and expectation to Data Processing and IT Business Systems and Compliance Management to obtain expert advisement and quote

- Engage Client for review of technical process and associated fees

- Following communication with Client, use the PrintStream internal management information system to generate a ticket dictating clear directive of Client's request and processing to commence internally

- Upon completion of Client's request, the Project Manager will provide an attestation of completion, ensure customer satisfaction and close the request internally

- Any associated fees will be provided to the Client via ENPOINTE routine invoicing process

This is a brief summary of the ENPOINTE Data Privacy Compliance Request protocol as performed by ENPOINTE personnel. *ENPOINTE personnel reference a standard operating procedure (CS010 Data Privacy Compliance Protocol) for internally processing of requests.*

This protocol is initiated via the discretion of the Client on behalf of their verified Consumer. ENPOINTE actively supports and extends partnership to the Client in effort to adhere to Data Privacy Laws.