

**California Residents:** If you are a resident of California, you are granted specific rights regarding access to your personal information. Under the California Consumer Privacy Act (CCPA), you have the rights listed below.

- **Right to Know and Access.** Depending on the circumstances, you have a right to know: (1) whether we collect and use your personal information; (2) categories of personal information that we collect; (3) purposes for which the collected personal information is used; (4) whether we sell or share personal information to third parties; (5) the categories of personal information that we sold, shared, or disclosed for a business purpose; (6) the categories of third parties and service providers to whom the personal information was sold, shared, or disclosed for a business purpose; (7) the business or commercial purpose for collecting, selling, or sharing personal information; and (8) specific pieces of personal information we have collected about you.
- **Right to Correct.** You also have the right to request in certain circumstances that we correct personal information collected about you when that personal information is inaccurate.
- **Right to Delete.** Subject to certain exceptions provided by law, you have the option to delete personal information about you that we have collected from you.
- **Right to Non-Discrimination.** You have the right not to receive discriminatory treatment for exercising your CCPA privacy rights, subject to certain limitations.
- **Shine The Light:** We do not rent, sell, or share your Personal Information with non-affiliated companies for their direct marketing purposes.
- **Submit Requests.** To exercise your rights under the CCPA, you can deactivate and purge your account in your control panel settings. For other requests or to authorize an agent to make a request on your behalf, contact us at (800) 218-9916 or email [support@officepracticum.com](mailto:support@officepracticum.com).