**Oregon Department of Justice**

**Oregon Consumer Privacy Act**

**OCPA Template Letter for Consumers**

Are you a little intimidated about writing to a business to enforce your new privacy rights? We’ve set up a template letter to help, using language to help request your L.O.C.K.E.D.\* rights under the Oregon Consumer Privacy Law. You are not required to use this template. It’s just a tool to help you!

This sample letter has choices to help you build your letter/email. When you write, replace the bold bracketed text with your information and pick the words that describe your situation from the bulleted list. (Companies are not required to have a standard form. Some might provide an email address or a website where you can enter your request information.)

\*L.O.C.K.E.D. rights refer to your ability to receive a **list** of entities that have your personal data, **opt-out** of a business selling/profiling/using your personal data, your ability to receive a **copy** of the personal data a business has collected about you, to **know** if a business has personal data about you, or **delete** the personal data a business has about you.

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**[Your Mailing Address (and/or)** **Your Email Address]**

**[Date**you write the letter]

**[Name of Business]**

Dear **[Name of Privacy Person/Contact]**:

I am writing to request the use of my privacy rights under the Oregon Consumer Privacy Act. On **[date]**, I am requesting that:

* **[I** **receive a list of the specific entities that received personal data]**
* **[I am opted-out of your business selling, profiling, and using my personal data for targeted advertising]**
* **[I receive a copy of the personal and sensitive data your business has about me]**
* **[I know whether your business has personal data about me and, if so, what categories of information]**
* **[your business delete the personal data your business has about me]**
* **[your business no longer collects my personal data, revoking my previously given consent]**

Under Oregon law, your company must respond to this request within 45 days. All the information I have provided in this letter may be used solely for the limited purpose of complying with the request stated above.

I look forward to your prompt reply.

Please contact me **[at the address on this letter (or) at the email on this letter (or) by phone at (xxx)-xxx-xxxx].**

Sincerely,

**[Your name]**