

## Instructions for Third-Party Authorization Declaration

Dear eBay User:

eBay takes your privacy and the security of your personal data seriously, so eBay recommends that you submit your privacy requests directly to eBay. We have made it easy for you to submit privacy requests: just go to <https://www.ebayinc.com/company/privacy-center/privacy-contact/> to get started.

Some laws, such as the California Consumer Privacy Act (CCPA), allow a third party to make certain privacy requests on your behalf. We must obtain proof that you authorize the third party to make the request on your behalf before fulfilling a request made by the third party.

To authorize a third party to make a privacy request on your behalf, please complete this Third-Party Authorization Declaration. The steps are:

- Box 1 - fill in your name (this is the name of the person whose personal data is the subject of the request).
- Box 2 - fill in your address (this is the address for the person whose personal data is the subject of the request).
- Box 3 - fill in your city, state and zip code of your residence (for the person whose personal data is the subject the request).
- Box 4 - fill in your email address (for registered eBay users, please provide the email address registered to your account; for anyone without a registered eBay account, please provide the email address you use for eBay transactions).
- Box 5 - check the box indicating if you have a registered eBay account.
- Box 6 - registered eBay users, fill in your eBay username.
- Box 7 - fill in the name of the third party you are authorizing to make this request on your behalf (Authorized Third Party).
- Box 8 - fill in the email address of the Authorized Third Party (so that we may contact them about your request if needed).
- Box 9 - fill in the phone number of the Authorized Third Party (so that we may contact them by phone if needed).
- Scan the completed Third-Party Authorization Declaration and return it to the third-party submitting the request on your behalf.
- If we do not receive this evidence of your authorization, we will not be able to complete the third party's request.

## Important Notes

- The name, address, and email address you provide must match your eBay account registration details (if you are a registered eBay user), or the information you provided for transactions on eBay (if you are not a registered eBay user). If we cannot match the information you provide with the information in our system, we will be unable to process your request.
- For access requests, any report containing personal data will be sent by email to the email address registered to your eBay account (for registered eBay users), or to the email address you used for eBay transactions (for non-registered eBay users). The files you receive will be password protected, with the password provided separately, for your security and protection.
- **United States residents with registered eBay accounts:** If you wish to authorize a third party to make an access request (i.e. a request for a copy of your personal data) or deletion request on your behalf, **you must work with the third party to submit the request to eBay through your eBay account.**

