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| |  |  | | --- | --- | | Are you the individual this request concerns? | | | * Yes * No, I am a third party acting on the data subject’s behalf. If you are a third party, please describe your relationship with the individual the request concerns below. | | | Full Name\* | | |  | | | **Email Address\*** | Country of Residence\* | |  |  | | What is your relationship to Agendia?   * Applicant * Employee * Former Employee * Medical Practitioner * Medical Patient * Website User * Recipient of Marketing Material * Vendor Recipient * Vendor Recipient * Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Please note that if you are a medical patient then it may be necessary that you initiate your request directly with the medical facility who provided you with treatment as they act as the data controller of your data. We will endeavor to ensure you are assisted and supported with redirecting and initiating this process.  \*indicates a required field | | | |
|  | **Information Requested: Which right do you wish to exercise?** |  |
|  | * Right of access (commonly DSAR: data subject access request) * Right to rectification (i.e. to correct personal data, or to complete incomplete data) * Right to erasure (right to be forgotten) * Right to restriction of processing * Right to data portability * Right to object to processing   To help us process your request efficiently, in the box below, please provide as much detail as possible about the personal data you are requesting access to, or correction or erasure of. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.  We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search.  Please specify your request here. |  |
|  | **Directions and Information** |  |
|  | 1. Please email this form to [customerservice@agendia.com](mailto:customerservice@agendia.com) using the email address you registered with Agendia or in the case of employees using your Agendia email address. 2. In certain circumstances, we may deny your request, or may not be able to disclose information to you, in which case you will be informed promptly and given reasons for that decision. 3. While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive.” However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable. 4. The information provided will be used for processing Data Subject requests. The provision of personal data is voluntary. However, if you do not provide sufficient information, we cannot process your request. 5. You may be asked to provide additional information to help us process your request. 6. Please attach to this form any supporting documentation that you believe is useful for us to process your request. **Please do not attach copies of your ID documentation with your request.** |  |
| **Declaration** |
| I confirm that I have read and understood the terms of this Data Subject Request Form and I certify that the information given in this application to Agendia is true. I understand that it is necessary for Agendia to confirm my and / or the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |