



## Tosoh Group America GDPR - Subject Access Request Form

EU residents have the right of “access” (i.e., obtain information regarding), the right to request the correction, erasure or transfer, and the right to restrict or object to the processing of their personal data<sup>1</sup> maintained by a Tosoh Group America company in its IT systems and databases. To exercise any of these rights regarding your personal data contained in Tosoh’s IT systems and databases, please complete the required fields below, paying particular attention to the sources and kinds of information your request relates to.

Your full name <i>(Last name, first name and middle initial)</i>	
Your telephone number	
Your email address	
Your company <i>(optional)</i>	
Please indicate which Tosoh Group America company has your personal data	<input type="checkbox"/> Tosoh Bioscience LLC <input type="checkbox"/> Tosoh SMD, Inc.
Please indicate which rights you request concerning your personal data.	<input type="checkbox"/> “access” (i.e., obtain information regarding) <input type="checkbox"/> correction <input type="checkbox"/> erasure <input type="checkbox"/> transfer <input type="checkbox"/> restrict the processing <input type="checkbox"/> withdraw consent to the processing <input type="checkbox"/> object to the processing
If possible, please give more details about these elements your request is related to. - the type of information - the processing activity - the contact within Tosoh linked to the processing activity	
In case you request “access” (i.e., obtain information on) or transfer your personal data, please indicate the destination e-mail address or full home address.	

<sup>1</sup> Personal data refers to any information that relates to an identified or identifiable, living individual. This can include address, phone number, location, password and IP-address, i.e., the type of information we collect from you. Other types of personal data such as health records, dependents, income, banking information and cultural preferences, we do not collect.



In case you request to correct your personal data, indicate which old information should be replaced by which new information.	
In case you request to restrict the processing, indicate which information is subject to the restriction and what are the restrictions.	
In case you withdraw your consent or object to the processing, indicate which information Tosoh cannot process.	
Please sign and date to authorize the execution of your request to your personal data on your behalf.	<b>Signature:</b>  <b>Date:</b>

Please attach to this form a signed copy of a government-issued identification card, so that your identity may be verified. This identification should include, at minimum, your full name and signature.

Return this completed form and the identification by e-mail to [GDPRprivacy.america@tosoh.com](mailto:GDPRprivacy.america@tosoh.com). Your request will be routed to the appropriate Tosoh Group America company's GDPR Privacy Manager for action. The GDPR Privacy Manager may contact you for clarification or confirmation of receipt of your request. The GDPR Privacy Manager will contact you once your request has been satisfied.

Please note that based on Art.12 and Art.15 of GDPR, Tosoh will provide a copy of the personal data undergoing processing free of charge. For any further copies requested by you or if your request is manifestly unfounded or excessive, Tosoh may charge a reasonable fee based on administrative costs.