

## **Data Subject Right Request FORM**

The Data Protection Act of Switzerland and the Regulation (EU) 2016/679 (General Data Protection Regulation<sup>1</sup> ("GDPR")) provides you (the "data subject") with certain rights regarding your personal data.

This form is used to submit a request to Debiopharm International SA, Debiopharm Research & Manufacturing SA, Debiopharm Investment SA, or Debiopharm Innovation Fund SA, which are all headquartered in Switzerland (collectively, "Debiopharm Group"), regarding access, rectification, erasure, restriction of processing, portability, objection to processing or objection to automated decisions. You may also submit a Complaints notice to Debiopharm Group.

This request form is designed as a questionnaire. In summary the sections of the questionnaire contain:

- First section to validate your identity, why you are asked to fill in mandatory fields and provide sufficient documentation. Please prepare to have digital copy of your national identification papers ready.
- Following sections to choose either Complaint or Request, and if Request chosen, the scope of your request, specify type of request and assist you to clarify the request.

We have added explanatory notes and guidance below *in italic*. We kindly request that you submit your request through this form completed by you and enclosed copy of identification papers of yours (copy of driver's license or passport OR national ID-card cf. Section 1 below).

As the completed form may contain confidential / sensitive information and your identity-documentation is of a sensitive nature, we request that you submit your request via postal mail in printing (cf. Section 12 below). This is for the safety of your information.

If you have not sufficient space in the form, you may enclose additional information in print as annex to the form.

# SECTION 1: Data Subject's details – identification of the data subject

<i>First name:</i>	
<i>Middle name:</i>	
<i>Surname:</i>	
<i>Address:</i>	
<i>City:</i>	
<i>Zip:</i>	
<i>State:</i>	
<i>Country:</i>	
<i>E-mail:</i>	
<i>Telephone number (If we need to contact you about your request):</i>	
<i>Mobile number (If we need to contact you about your request):</i>	
<i>Employee number (If you are a current or previous employee):</i>	
<i>Employee e-mail address (If you are a current or previous employee):</i>	

<sup>1</sup> Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation / "GDPR")

To verify your personal details above we need to request documentation of your identity. For that purpose please separately enclose copies of your:

- Passport or Driver license
- OR
- National issued ID-card containing current address

*Now go to Section 2*

# SECTION 2: Do you want to issue a Data Subject Request or a Complaint?

Please select if you want to issue a Data Subject Request or a Complaint?

- Data Subject Request
- Complaint

*If Data Subject Request now go to Section 3*

*If Complaint now go to Section 11*

### SECTION 3: Generic details of the request

Which Country and Legal Entity ("Data Controller") do you want to address your request to?

*Please select one:*

- Debiopharm International SA
- Debiopharm Research & Manufacturing SA
- Debiopharm Investment SA
- Debiopharm Innovation Fund SA

Which of your relations to the legal entity should be considered for your request?

*Please select one or more:*

- Job applicant
- Employee
- Former employee
- Website and/or app user
- Employee at business customer
- Employee at potential business customer Employee at supplier
- External consultant working for the legal entity Other
- Other, please specify .....

Can you specify the period of which your request is about?

Request Start Date:	
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Request End Date:	
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Which data subject right do you want to exercise?

*Please select one:*

- Right of access (Now go to Section 4)
- Right of rectification (Now go to Section 5)
- Right of erasure (Now go to Section 6)
- Right of temporary restriction of processing (Now go to Section 7)
- Right to data portability (Now go to Section 8)
- Right to object (Now go to Section 9)
- Right not to be subject to a decision which may include a measure based solely on automated processing, including profiling (*Now go to Section 10*)

## **SECTION 4: Right of access**

Our search for information relating to you as a Data Subject will be based on the information, you provide to us below. Please describe more specific (if possible) what case or business area or functionality or interaction or anything else to help us providing the requested information:

*Now go to Section 12 – Submitting your request*

## **SECTION 5: Right of rectification**

What data do you perceive inaccurate or incomplete?

What would in your opinion be the correct and complete entry?

*Now go to Section 12 – Submitting your request*

## **SECTION 6: Right of erasure**

What personal information should be subject to erasure?

*Please specify type or content or specific data:*

*Now go to Section 12 – Submitting your request*

## **SECTION 7: Right of temporary restriction of processing**

What personal information should be subject to temporary restriction of processing?

What is the reason for the temporary restriction of processing?

For how long should the temporary restriction of processing be in place? (date or event)

*Now go to Section 12 – Submitting your request*

## **SECTION 8: Right to data portability**

What personal information should be subject to data portability?

*Please specify type or content or specific data:*

*Now go to Section 12 – Submitting your request*

## **SECTION 9: Right to object**

What processing of personal data do you object to?

Please provide your reason for your objection?

*Now go to Section 12 – Submitting your request*

## **SECTION 10: Right not to be subject to a decision which may include a measure based solely on automated processing, including profiling**

To which decision based on automated processing do you oppose to?

Or

To which decision based on automated processing do you request to supplemental manual processing?

*Now go to Section 12 – Submitting your request*

## **SECTION 11: Complaints**

Please specify what you want to complain about in relation to Debiopharm Group personal data protection:

*Now go to Section 12 – Submitting your request*

## SECTION 12: Submitting your request

To proceed with your request you should print the completed request form. Submit the printed form together with additional documentation by postal mail to:

Debiopharm International SA  
Forum "après-demain"  
Chemin Messidor 5-7  
Case postale 5911  
1002 Lausanne  
Att: Reception (Data Privacy Officer)

Or

Print complete request form, sign and return by email (scanned copy) together with scanned additional documentation to: [privacy@debiopharm.com](mailto:privacy@debiopharm.com)

Debiopharm Group Data Privacy Officer will be responsible for overseeing the response to your request or complaint.

Intended next step of the data subject request process is:

- We will validate your request
- We will contact you with either with request for additional information or response to your request
- We will come back to you within one month as of today

We will e-mail a brief neutral receipt to you, to the e-mail address you have provided above under Section 1.

Yours sincerely,

**Data Privacy Officer Debiopharm Group**