



## FORM FOR EXERCISING RIGHTS ON PERSONAL DATA

This form, implemented under the General Data Protection Regulation (EU) 2016/679 (GDPR), allows you:

- ✓ To obtain information on the processing of your personal data managed by the HTL group,
- ✓ To exercise your rights with regard to your personal data that are subject to such processing.

This form is intended to help you formulate your requests. Please complete it and send it to :

- To the following postal address Data Protection Officer – **HTL – 7 Rue Alfred Kastler, 35133 JAVENE.**
- Or to the following email address : [dpo@htlbiotech.com](mailto:dpo@htlbiotech.com)

### IDENTIFICATION OF THE REQUESTOR

**Civility\*** :  Mrs  Mr

**Birth name \*** : .....

**Last name \*** : .....

**First name \*** : .....

**Email address \*** :

.....@.....

**Phone number** : .....

**Postal address \*** : .....

**Zip code \*** : ..... **City \*** : .....

**Country\*** : .....

\*Personal data marked with an asterisk are required to process your request. If you do not provide them, we will not be able to process it.

## EXERCISE MY RIGHTS

Pursuant to the General Data Protection Regulation (EU) 2016/679 (GDPR), I wish to exercise my right (please check the appropriate box(es)) :

- To access my personal data**

*Please indicate below the information you wish to access.*

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- To limit the processing of my personal data**

*Please take into account that the right to limit your data complements the exercise of your other rights (rectification or opposition). The HTL company must freeze the data concerned and no longer use it while your request is being considered..*

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- To rectify my personal data**

*Please indicate below the information you wish to rectify (Ex: I wish to modify certain personal data concerning me that you hold: my postal and telephone details, ...)*

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- To the deleting of my personal data**

*Please take into account that, in the context of our activities, certain legal provisions oblige us to keep your personal data for a certain time.*

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- To object to the processing of my personal data**

*In order to be able to consider your request, please provide the reasons for your objection.*

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- To the portability of my personal data**

*If you wish to receive a response electronically, please be sure to provide us with your e-mail address. HTL takes care to protect and keep your personal data confidential. As such, please note that the data that will be communicated to you corresponds to the data that you have provided to us..*

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- Post-mortem directive**

*The regulations (art. 85 of the French Data Protection Act) relating to the protection of personal data provide that the heirs of a deceased person who can prove their identity may ask the person in charge of a file to take into account the death of the latter, and to proceed with the updating of his data.*

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### SUPPORTING DOCUMENTS

Any request to exercise the rights indicated above requires proof of your identity. To do so, please attach a copy of the following document(s) to your request:

- A copy of a proof of identity (National Identity Card or passport)

*Also attach the proof of identity of the legal guardian if the request concerns a minor or a protected adult*

### ANSWER

I would like a response to my request:

- By mail to the address provided in this form (default if no box is checked),  
 By e-mail to the e-mail address provided in this form.

The good reception of your request will be, notified to you by electronic way (if informed above). The HTL company will send you a reply as soon as possible and at the latest within one month of receiving your request (article 12.3 of the RGPD).

For reasons of security and confidentiality, the company does not communicate your personal health data through non-secure electronic messaging systems

*The personal data collected from this form are processed by HTL. Personal data marked with an asterisk are mandatory: if you do not provide them, we will not be able to process your request. The purpose of this processing is to manage requests to exercise rights. It allows us to i) receive, manage and follow up on requests, in liaison with the departments concerned; ii) keep a record of requests and responses made; iii) compile activity data (statistics). This processing is necessary to comply with the legal and regulatory obligations to which HTL is subject. This information may be transmitted internally to all departments likely to be involved in the processing of your request. It will not be transferred outside the European Union. It will be kept for one (1) year from the end of the calendar year of your request. The supporting documents (ID and other documents) will be destroyed after the request is processed. You also have the right to lodge a complaint with the competent authority in matters of personal data, namely in France, the Commission Nationale de l'Informatique et des Libertés.*

Made in :

Signature :

Date : / /