

## **Data Subject Request Form**

### **Frequently Asked Questions**

#### **1. What is personal data?**

Personal data is any information relating to an identified or identifiable natural person such as name, age, work history, bank account number, passport number, medical record, photograph, etc. A person may be identified directly (for example by a name) or indirectly (for example by a medical insurance number). For the types of personal data we collect, hold or process, please see [Santen Global Privacy Policy](#) and the regional or national privacy policy of your location linked there.

#### **2. What is a data subject?**

A data subject is an identified or identifiable natural person to whom personal data relates. Data subjects of Santen may include patients, customers, health care professionals, third party vendors, employees, ex-employees, job applicants and any other individuals about whom we collect, hold or process personal data.

#### **3. What is the Data Subject Request Form?**

The Data Subject Request Form is an online request form available to all data subjects about whom Santen collects, holds or processes personal data. Data subjects can use this form to submit a request to exercise their rights as data subjects.

#### **4. How can I access the Data Subject Request Form?**

The Data Subject Request Form is available via [Santen Global Privacy Policy](#) and the regional or national privacy policy of your location linked there.

#### **5. What are my rights as a data subject?**

Data subjects have specific rights under the applicable regional or national laws and regulations. Such rights may include:

- The right to access their personal data;
- The right to correct their personal data;
- The right to delete their personal data; and
- The right to restrict the processing of their personal data.

**6. How can I exercise my rights as a data subject?**

You may exercise your rights as a data subject by submitting online the Data Subject Request Form.

**7. Why might I be required to submit proof of my identity?**

We may be required to confirm your identity to ensure that we only respond to the request from the verified data subject. You may therefore be asked to provide a document(s) to prove your identity, before we respond to respective requests. If a request is submitted by a representative of a data subject, additional documents such as a power of attorney may be required.

**8. When will I receive a response?**

Santen will endeavor to respond to requests relating to data subject rights no later than one month after the submission of the form. If we need additional information or documents from you to be able to deal with your request, the time will begin once we have received them. If your request is complex or you make more than one, the response time may be extended.