



DATA SUBJECT REQUEST FORM INFORMATION AND INSTRUCTIONS

I. General Information: How to make a Data Subject Request with Caidya:

This Data Subject Request Form is required for all Data Subject Requests made to Caidya and should be completed in its entirety and as accurately as possible. Otherwise, Caidya will not be able to review or process your request.

In order to process your request, Caidya must:

- Confirm your identity, and
- Collect sufficient information from you in order to identify your personal data within Caidya's information systems

The personal data required in this form is necessary to enable Caidya to process your Data Subject Request. The information you supply will only be used for the purposes of identifying your personal data within Caidya's information systems and for responding to your request. The personal data you include in this form may be shared with Caidya's legal and privacy teams for processing and preparing a response to you about your request. Caidya will keep the information you provide on this form securely for as long as necessary to respond to your request, and then for an additional three (3) years from the date of Caidya's response for: (i) record keeping purposes; (ii) compliance with applicable laws and regulations; and (iii) for the defense of any claims raised against Caidya. Access to your personal information will be limited to only those employees who have a need to know, and will only be used for these limited purposes.

Your Completed Data Subject Request Form must be submitted to Caidya's Data Protection Officer or DPO via Email to: DPO@Caidya.com.

Upon receipt of your completed Data Subject Request form, verification of your identity, and review of sufficient details to enable Caidya to locate your personal data within Caidya's information systems, Caidya will provide you with information on your request within thirty (30) days. This period may be extended by up to an additional sixty (60) days under some circumstances, taking into account the complexity of your request and the number of requests you have made.

If Caidya decides not to fulfill your request, we are required to notify you within thirty (30) days of our reasons for not doing so.

Please note that if you are making a Data Subject Request and the personal data you request reveals details directly or indirectly about another person, Caidya will need to seek the consent of that person before disclosing that information to you. In certain circumstances, where



disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. Please further note that information covered by a legal privilege or obligation cannot be disclosed.

Some types of Data Subject Requests are subject to certain conditions and exceptions. We will advise you in writing of a denial or partial response to your request, if we believe that your Data Subject Request falls within one of those conditions or exceptions.

In most circumstances, Caidya will provide you with a copy of your information free of charge. However, Caidya reserves its right to charge a reasonable fee if a Data Subject Request is repetitive or manifestly unfounded or excessive. Caidya also may charge a reasonable fee to comply with Data Subject Requests for further copies of the same information. The fee will be based on the administrative cost of collecting and providing your information to you.

II. Data Subject Request Form:

Please complete the following Data Subject Request Form in its entirety and with enough specificity and details as possible so that Caidya can properly identify you as the Data Subject and to retrieve your information in Caidya's information systems. Upon completion of this form, please submit your request to Caidya's Data Protection Officer or DPO via Email at: DPO@Caidya.com.



DATA SUBJECT REQUEST FORM

1. Name and Contact Information of the Data Subject:

If you are making this request on behalf of the Data Subject, please provide your name and contact information in Section 2 below.

Full Legal Name of the Data Subject:	
Any other names that the Data Subject has been known by (including nicknames):	
Data Subject's Home Address including postal code:	
Data Subject's Email Address:	
Data Subject's Telephone Number:	
Data Subject's Date of Birth:	
For current or former Caidya Employees or Contractors, Employee I.D. Number:	

Caidya will make every effort to promptly verify the identity of the Data Subject upon your submission of this Data Subject Request Form. However, if Caidya is unable to verify the identify of the Data Subject, Caidya may reach out to you for further information, including copies of identification documentation, in order to confirm the identity of the Data Subject.

2. Complete This Section if you are Making a Request on Behalf of the Data Subject:

Please complete this section of the form with your name and contact details if you are acting on behalf of the Data Subject (a.k.a. the Data Subject's Representative).

Full Legal Name of the Data Subject's Representative:	
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Representative's Home Address including postal code:	
Representative's Email Address:	
Representative's Telephone Number:	

Please provide a copy of your legal authority to act on behalf of the Data Subject. We accept a copy of the following as proof of your legal authority: (i) A certified copy of a Power of Attorney; or (ii) Evidence of guardianship or parental responsibility. Your documentation should be included with this Data Subject Request Form and submitted to Caidya's Data Protection Officer at: DPO@Caidya.com.

3. Data Subject Request:

To make requests specific to your Personal Data, please check the box for the actions you are requesting:

- Right to access of personal data.** If you check this box, you will receive information regarding specific personal data Caidya has collected about you.
- Right to rectification of personal data.** This request allows you to request that any errors be corrected or any incomplete information about your personal data be updated. We will notify you of our actions in response to this request.
- Right to erasure (deletion) of personal data.** If permissible under applicable law, Caidya will stop processing your personal data and delete applicable personal data from its information systems. We will notify you of our actions in response to this request. Data related to test request forms, test records, and test reports cannot be deleted as they need to be retained per state and federal requirements for clinical laboratory testing. Or Data related to clinical trials cannot be deleted as they need to be retained per applicable law for regulatory purposes.
- Right to restrict processing of your personal data.** Under certain circumstances, you can request limits to how Caidya uses your personal data. We will notify you of our actions in response to this request.
- Right to personal data portability.** This request will instruct Caidya to electronically transfer your personal data to a third party.



Right to object. If Caidya does not comply with your request to stop data processing, you may object. To help us process your request quickly and efficiently, please indicate with a check mark which personal data processing you are objecting to:

Processing personal data for direct marketing purposes, including profiling related to direct marketing.

Processing personal data that Caidya considers necessary for its or a third party's legitimate interests.

Right to reject automated individual decision-making (profiling). Caidya does not profile or make automatic decisions about data subjects.

To help us process your request quickly and 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.

Please specify your request here.

If you are requesting erasure or restriction of processing, please specify on what grounds you are requesting this.

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 (for example, if you request "all information about me"). We will begin processing your request as soon as we have verified your identity and have all of the information we need to locate your personal data.

4. Signature and Acknowledgment:

I confirm that the information provided on this form is correct and that I am the person whose name appears on this form.



I understand that:

(1) Caidya must first confirm proof of identity and may need to contact me again for further information;

(2) My request will not be valid until Caidya receives all of the required information to process the request; and

(3) I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, Caidya may charge a reasonable fee based on administrative costs.

We will supply one copy of the relevant personal data in electronic format.

If you would like to receive a copy of the personal data in hard copy instead, please tick the box.

I would like a hard copy instead of an electronic copy.

Data Subject Signature (or Data Subject's Representative's Signature)

Print Name

Date