

Data Subject Access Request Form

You have the right to ask for copies of your personal data we store and use. This is your right of access, also known as making a subject access request or SAR. We'll normally respond at the latest within one calendar month of receiving your request. There may be times where we need longer, or we may need to charge a reasonable fee for admin costs. We'll let you know if this is the case.

You don't have to use this form to ask for copies of your data, but it's helpful for us to know what you're looking for so we can respond fully and promptly.

Please send your completed form to us using the contact details at the bottom of the page.

You can read more about your right of access by visiting: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/>

1. Who's making this request?

We're asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you'd like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it's reasonable and proportionate. The timescale for responding to your request will start when we receive this.

Name:

Telephone number:

Email address:

Postal address:

Are you making this request on behalf of someone else?

☐

Yes

☐

No (Please move to section three)

2. Please provide contact details of the person you are making the request for.

If you're making the request on behalf of someone else, we need to know who they are and their contact details in case we need to get in touch.

Name of other person:

Telephone number:

Email address:

Postal address:

3. Other contact information for the person you are making the request for

You also need to give us proof of your authority to act on their behalf. For example, this could be written authorisation from them or a relevant power of attorney.

Please send proof of authority together with this form when you make your request.

☐ Yes, I've got proof of my authority to act on someone else's behalf, and I'll include it with my form. (Please move to section four.)

☐ No, I haven't got any proof of authority yet but will send it at a later date. I understand you can't action my request until you receive this information.

4. How would you like us to respond to you?

We'll try and respond to you in the way that suits you. Please let us know if you need us to make any adjustments for you e.g. large font.

☐ Email ☐ Post ☐ Other (please specify)

5. What personal data are you requesting?

If you know exactly what personal data you're looking for, it's helpful if you let us know. For example, if you need a specific email, we could search for this using a particular word or phrase.

Describe your request:

6. Is there a date range of the personal data you're asking for?

It's helpful if you're as specific as possible about your request. For example, if the company holds information covering several years, but you only need data relating to a specific period of time.

Date from:

Date to:

7. Can you tell us anything else to help us with our search?

If there's anything else of relevance you can tell us to help us identify you or the data you're requesting, please include this here. For example, any aliases, date of birth or a reference number.

Further information to help us find the data you need:

Declaration

I certify that the information provided in this form is accurate to the best of my knowledge. I accept that CoSyne Therapeutics will take reasonable steps to establish identity prior to release of personal data.

I enclose the following:

- ☐ A photocopy of the data subject's proof of identity
- ☐ Written and signed authority of the subject (third parties only)

Signed:

Please print name:

Date:

Please return your completed form to: info@cosyne.com

or by post to:

CoSyne Therapeutics, WeWork, Medius House, 2 Sheraton Street, London W1F 8BH