

**BioTek Instruments**  
**Subject Data Access Request Form**

**Important Information**

BioTek needs to gather and use certain information about individuals. These can include customers, suppliers, business contacts, employees and other people the organization has a relationship with or may need to contact.

As a Data Subject you have a legal right, under (EU) 2016/679 General Data Protection Regulation (“GDPR”) to find out more about our use of your personal data.

- What personal data BioTek holds pertaining to you;
- The purposes of the processing;
- The recipients to whom your personal data has/ will be disclosed;
- How long BioTek intends to store your personal data;
- The right to have incomplete or inaccurate data about you corrected or completed;
- The right to request erasure of personal data (where applicable) or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from BioTek and to be informed about any automated decision-making that BioTek uses.

**No fee is payable under normal circumstances.** BioTek reserves the right to charge a reasonable fee for requests seen as excessive or repetitive.

**Please complete the required information** and return it to us by email **and/or** by post addressed to:

Email: <a href="mailto:dataprotection@biotek.com">dataprotection@biotek.com</a>	Post: Data Protection Team BioTek Instruments, Inc. PO Box 998, Highland Park Winooski, VT 05404 USA
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We will acknowledge receipt of all subject access requests within 24 hours and will aim to provide all required information within 30 days of a verified request. If we require more information from you, or if additional information is requested, we may require more time and will inform you accordingly.

If you are making a subject access request on someone else’s behalf, please contact the Data Protection Representative @ [dataprotection@biotek.com](mailto:dataprotection@biotek.com) before making your request.

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**Your Details**

First Name:	
Last Name:	
Title:	
Company:	
Address:	
Telephone Number:	
Email Address:	

**Information Being Requested**

Please provide specific details of the information being requested and any additional information to allow us to locate your personal data and confirm your identity.

By completing this form, you are confirming this data request is under the GDPR for personal data collected, processed or held by BioTek.

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**Declaration**

By signing below, you confirm that you are the Data Subject named in this Subject Access Request Form.

Name:	
Signature:	
Date:	