

## Data Subject Action Request Form

The personal information required by this form is necessary to enable the Aviagen Group (“Aviagen”) to process your data subject action request, which includes requests by U.S., UK, and EEA data subjects, our California job applicants and current and former employees and contractors and business contacts.

The information you supply will only be used for the purposes of identifying the personal information you are requesting and for responding to your request and maintaining related records, in accordance with the EU General Data Protection Regulation (“GDPR”) and the California Consumer Privacy Act (“CCPA”). It may be shared with our legal and administrative teams in the United States for processing and preparing a response, subject to the EU Standard Contractual clauses for our intra-group transfers, and it will be stored securely until the relevant procedures are completed.

To protect Data Subject data privacy and security, for most requests we will need to verify your identity, and we will not collect personal information we do not already have to do so. Promptly provide us any additional information we request to identify the Data Subject and, if applicable, verify the authority of an agent. If we are unable to verify identity and / or authority to the requisite level of certainty, we will deny the request. Do NOT send any sensitive personal information, including social security numbers or copies of government IDs.

For Data Subjects that are UK or EEA residents: In addition to the information requested below, you will also need to provide sufficient identification, in accordance with the GDPR, so we can ensure you are entitled to the information requested. The nature of the information required will depend on the nature of your request and your relationship with Aviagen. For example, if you are an Aviagen employee, please provide your month and year of birth so we can identify you. If you are a third party with no affiliation with Aviagen, please provide at least two forms of identification sufficient to authenticate your identity and physical address. Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals). If you do not provide adequate proof of identity, we reserve the right to decline to provide the requested personal data.

For Data Subjects that are U.S. residents: we are only obligated to process requests of California residents. For residents of states other than California, we will consider requests but will apply our discretion in how we process such requests.

Complete and send this form to [privacy@aviagen.com](mailto:privacy@aviagen.com).

**1. Details of the Data Subject (i.e., the individual whose rights are being exercised)**

Full Name: <input type="text"/>	Former Names (if applicable): <input type="text"/>
Current Address: <input type="text"/>	Former address (including dates of change) (if applicable): <input type="text"/>
U.S. state in which the Data Subject resides (if applicable): <input type="text"/>	Month and Year of Birth (HR Data Subjects only): <input type="text"/>
Email Address: <input type="text"/>	Contact Phone Number: <input type="text"/>

**2. Are you the Data Subject? (check the box that applies)**

- I am the Data Subject (i.e., the individual whose rights are being exercised). If this box is checked, skip question 3 below.
  
- I am not the Data Subject, but am acting on the Data Subject's behalf as his/her agent. I have written authority, which I enclose, along with evidence of my identity and address. *If this box is checked, complete question 3 below.*

**3. Details of the person making the request on behalf of a Data Subject (e.g., an agent)**

Name of Individual Making Request: <input type="text"/>	Name of Entity Making Request (if applicable): <input type="text"/>
Current Address: <input type="text"/>	Contact Phone Number (during business hours): <input type="text"/>
Email Address: <input type="text"/>	

**4. Identify the nature of the Data Subject's relationship with Aviagen** (*check the box that applies – check only one box please*)

- A current or former Aviagen customer
- A current or former job applicant, employee, or independent contractor of Aviagen (HR Data Subject)
- An individual whose personal info/data has been provided to Aviagen by a person described in one of the checkboxes above (e.g., beneficiary or dependent)
- A person who either individually or working for another person or entity has or had a business-to-business relationship with Aviagen (e.g., I interact with Aviagen in representing a business)
- Other; please specify:

**5. Identify what right(s) you want to exercise. For further information regarding rights, see the [CALIFORNIA PRIVACY RIGHTS](#) section of our U.S. Privacy Statement. (check only one box please – complete a new form for each type of request).**

For further information regarding the rights of individuals in relation to their personal information, please see our [EU/UK PRIVACY STATEMENT](#)

- A. Right to Know/Access (categories)
- B. Right to Know/Data Portability (copies/specific pieces)
- C. Right to Delete/Erase
- D. Right to Restrict Processing (EEA/UK residents only)
- E. Right to Object (EEA/UK residents only)
- F. Right to Correct/Rectification (please explain what and why below)

If you would like to submit a request to opt-out of the sale/sharing of your cookie PI, you can exercise your request by visiting our cookie preference center located at the bottom of our webpages and following the instructions. We do not sell or share your non-cookie PI. For more information about our selling and/or sharing practices, see the [DO NOT SELL/SHARE](#) subsection of our U.S. Privacy Statement.

Please note that if you are making a Data Subject Rights Request and the information you request reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose 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 reasons for that decision.

Data Subject Rights Requests are subject to certain conditions and exceptions. We will advise you in writing if we are rejecting your request in whole or in part and the reason(s) for doing so.

Aviagen will typically process Data Subject Rights Requests at no charge. However, we may be permitted to charge a reasonable fee if a Data Subject Rights Request is repetitive or manifestly unfounded or excessive or for requests for further copies of previously provided information. The fee will be based on the administrative cost of providing the information.

**6. Previous Data Subject Action Requests (if applicable)**

Please note – This section only applies if you have made a previous Data Subject Rights Request to Aviagen.

Date of previous Request

Name previous Request was made under

## 7. Declaration

I declare that the information given by me is correct to the best of my knowledge, and that I am entitled to make the request identified above under the terms of applicable privacy laws.

Signature	Date

### What happens next?

We will acknowledge your request in writing, and process your Data Subject Rights Request within the time required by applicable privacy laws.

If your request is valid but we are unable to identify you, we will advise you of this and may request additional information. Please promptly respond to such requests.

Once Aviagen has all the required information, your request should be completed within the required timeframe (and any legally permissible extensions) under the GDPR and CCPA, respectively. If we need an extension to process your request, we also will inform you including the reasons for the delay.

If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected.

Note that all information disclosed pursuant to a Data Subject Action Request is a file copy; originals are not provided.

**To submit your Data Subject Rights Request, email this completed form to [privacy@aviagen.com](mailto:privacy@aviagen.com).**

### Supplementing this request (EEA/UK Residents Only):

If after you have received the information you have requested you believe that:

- the information is inaccurate or incomplete; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware or to which you object; or
- we may have passed inaccurate information about you to someone else;

you should promptly notify the DSAR Manager by email or post to:

**Aviagen Group**

Cummings Research Park  
920 Explorer Boulevard NW  
Huntsville, AL 35806  
Attention: Aviagen Global Trade Compliance Department  
**Email:** [privacy@aviagen.com](mailto:privacy@aviagen.com)

EEA, UK, and other Data Subjects can also contact their local Aviagen counterparties whose details are available [HERE](#). Our representatives are Aviagen EPI NV and Aviagen UK Ltd. All privacy enquiries can be directed to [privacy@aviagen.com](mailto:privacy@aviagen.com).