

Data Subject Access Request

What do we mean by ‘Personal Data’?

Personal Data is any information relating to an identifiable person who can be directly or indirectly identified by the data.

Personal identifiers include names, identification numbers, location data, or online identifiers such as IP addresses. It applies to automated personal data as well as manual filing systems where personal data is accessible according to specific criteria; this could include chronologically ordered sets of manual records containing personal data.

Personal data that has been encrypted or pseudonymised– for example, by the use of key-codes– will also fall within the protection scope of the GDPR depending on how difficult it is to attribute the pseudonym to a particular individual.

Rights of Individuals

Individuals ("Data Subjects") have the right to request the following from CODESCREEN BRAINCUB INCUBATOR LTD:

Confirmation that their personal data is being processed

Access to their personal data

A description of their personal data, including reasons for the processing and whether their data will be shared with other organisations or people;

Provided with a copy of the information comprising their data and details of the source of the data where available

How do individuals ("Data Subjects") submit requests for their information?

Access requests can be submitted by data subjects by contacting CODESCREEN BRAINCUB INCUBATOR LTD DPO ZIRAVIX Email contact: dpo@ziravix.com, who is the main contact person for handling queries relating to data protection in our organisation.

Individuals may also request their data is amended, updated and/or deleted at any time, unless CODESCREEN BRAINCUB INCUBATOR LTD is required to retain it for legitimate business or legal purposes, by submitting a request to this email address.

Responding to Subject Data Access Requests

CODESCREEN BRAINCUB INCUBATOR LTD will require the individual to verify their identity before any request is actioned.

CODESCREEN BRAINCUB INCUBATOR LTD reserves the right to request the individual for sufficient information to ascertain whether the person making the request is the individual to whom the personal data relates. This is necessary to avoid personal data about one individual being sent to another either accidentally or because of deception.

CODESCREEN BRAINCUB INCUBATOR LTD has the right to ask for extra details to enable it to locate the personal data covered by request. If no personal information about the individual is stored, they will be

informed accordingly.

If the data processing is outsourced to a third-party contractor, subject access requests may be sent to the relevant third party to respond accordingly.

CODESCREEN BRAINCUB INCUBATOR LTD's Data Protection Officer will refer to CODESCREEN BRAINCUB INCUBATOR LTD's Data Register to locate all the information held on the individual and liaise with CODESCREEN BRAINCUB INCUBATOR LTD's relevant departments and/or third parties concerned, in order to collate all the information.

Information will be provided within at least one month of receiving the request. Where requests are complex or numerous, CODESCREEN BRAINCUB INCUBATOR LTD has the right to extend the deadline for providing the information to three months. However, a response to the request explaining why the extension is necessary will be sent within one month.

Information will be provided free of charge. However, Data Access Requests that are manifestly unfounded, excessive or repetitive can be refused, or a reasonable fee will be charged to reflect the administrative costs involved.

If a request is refused, the individual will be informed as to why and advised that they have the right to complain to the ICO and to a judicial remedy. Any Subject Access refusal will be made without undue delay and, at the latest, within one month.