

PRIVACY INQUIRY REQUEST FORM

In certain circumstances, privacy laws provide individuals (“Data Subjects,” “you” or “your”) with certain rights in relation to the personal data that The Jackson Laboratory (“we” or “our”) processes, including the limited right to receive information about how we process your personal data.

To exercise your rights under applicable data privacy law or make a privacy related inquiry, please complete this Privacy Inquiry Request Form. Please note that you will be asked to provide proof of your identity and your request will be processed within 30 calendar days of our receipt of a fully completed form and proof of identity. Please note the next steps and directions at the end of the form. The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and for responding to your request. You are not required to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

Please note the next steps and directions (Section 7) at the end of this form.

Section 1: Details of the requestor

Full name (required):	
Address (required):	
Contact telephone number (required):	
Email address (required):	
Country of Residence (required):	

Section 2: What is your relationship to The Jackson Laboratory?

<input type="checkbox"/>	Job Candidate
<input type="checkbox"/>	Current Employee
<input type="checkbox"/>	Former Employee
<input type="checkbox"/>	Website User
<input type="checkbox"/>	Recipient of Marketing Material
<input type="checkbox"/>	Vendor/Supplier Representative
<input type="checkbox"/>	Customer Representative
<input type="checkbox"/>	Other (Please Specify):

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Section 3: Are you the Data Subject?

Please tick the appropriate box and read the instructions that follow it.

<input type="checkbox"/>	YES: I am the Data Subject. I have enclosed proof of my identity*, as outlined below. (Please go to section 5)
<input type="checkbox"/>	NO: I am acting on behalf of the Data Subject. I have enclosed proof of my identity, proof of the Data Subject's identity* and approval from the data subject to make the request on their behalf. (Please go to section 4)

*Proof of identity:

To ensure we are releasing data to the right person, we require you to provide us with proof of (1) your identity and (2) your address. Acceptable forms of proof include a photocopy of: Passport photo page, driver's license, or national identity card.

Note: If we are uncertain that you are who you claim to be, we reserve the right to ask for additional information, or to refuse to grant your request. **If you provide copies of identification that include sensitive personal information (e.g., social security number, passport number), please encrypt the file before emailing, or send by other secure means.**

Section 4: Details of the data subject (if different from section 1)

Full name (required):	
Address (required):	
Contact telephone number (required):	
Email address (required):	
Country of Residence (required):	

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SECTION 5: Please detail your request or inquiry below.

Is there specific data you are inquiring about? Please understand that accessing your data does not include the right to access every document, email, or other record, in its entirety that includes your personal data. For example, you will not receive copies of every email that includes your name.

SECTION 6: Directions, notes and next steps

1. Please print, complete, sign and scan this form. Email by secure means the form to privacy_inquiry@jax.org, or mail the form to:
The Jackson Laboratory
600 Main Street
Bar Harbor, Maine 04609 USA
Attention: Compliance Department
2. If the information you request reveals details directly or indirectly about another person, we will redact that information, or we may seek the consent of that person before we can let you see that information.
3. In certain circumstances, we may deny your request, or may not be able to disclose information to you, in which case you will be informed promptly and given reasons for that decision.
4. While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right to charge a fee or refuse the request, to the extent permitted under applicable law. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.
5. The information provided will be used for processing Data Subject requests. The provision of personal data is voluntary. However, if you do not provide sufficient information, we cannot process your request.
6. If the request is made by an individual other than the Data Subject, an authorization letter signed by the Data Subject and information that can provide proof of the identity of the Data Subject and further proof of the Requestor's status as a relevant person should be enclosed.
7. You may be asked to provide additional information to help us process your request, and you are required to provide proof of identity.

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SECTION 7: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this Privacy Inquiry Request Form and I certify that the information given in this application to The Jackson Laboratory is true. I understand that it is necessary for The Jackson Laboratory to confirm my and / or the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data. I further understand that in order for this request to be processed by The Jackson Laboratory, I must provide proof of my identity.

Signed _____

Date _____