

# A Guide for Medvivo Data Subjects

## Introduction

If Medvivo holds data that identifies you as an individual, then you are classified as a data subject and are entitled to a number of rights. The aim of this guide is to explain your rights and how you can exercise them.

## Rights of the Data Subject

As a data subject you are entitled to the following rights concerning the data about you that is held and processed by us:

### The Right of Access

You have a right to request a copy of your personal data held by us.

### The Right to Rectification

If any of your personal data we hold is incorrect, you have a right to request the data is corrected.

### The Right to Erasure

In specific circumstances, you have a right to request that your personal data held by us is deleted.

### The Right to Restrict Processing

In specific circumstances, you have a right to request that your personal data held by us is stored but no longer processed.

### The Right to Data Portability

In certain circumstances, you have a right to receive a copy of your personal data in an electronic format and require us to send this information to a third party.

### The Right to Object

Depending on how and why your data is processed by us, you have a right to object to us processing your personal data.



## Privacy Notice

Details about why and how we process your personal data are contained in our privacy notices that are available on our website:

<https://www.medvivo.com/privacy-notice/>

## How to Contact Us

Your first point of contact at Medvivo for anything to do with your personal data should be our Data Protection Officer.

You can write to the Data Protection Officer at the following address:

Data Protection Officer  
Medvivo  
Fox Talbot House  
Bellinger Close  
Chippenham  
SN15 1BN

Or send an email to:

[DataProtection.Officer@Medvivo.com](mailto:DataProtection.Officer@Medvivo.com)

## Our Response to You

If you contact us to exercise any of your rights, we will respond to you within 30 days of receiving your request.

We will require to see proof of your identity before we can provide a copy of your personal data.

## How to Make a Complaint

You also have the right to raise any concerns about how your personal data is being processed by us with the Information Commissioners Office (ICO):

Information Commissioners Office  
Wycliffe House  
Water Land  
Wilmslow  
Cheshire  
SK9 5 AF

[www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

0303 123 1113

