

DATA SUBJECT ACCESS REQUEST POLICY

Last Modified: Oct 15, 2024

This policy describes the New York Stem Cell Foundation, Inc., a New York State not-for-profit corporation (collectively, “NYSCF,” “we,” “our”, or “us”), commitment to ensuring the rights and privacy of individuals as described in this policy whose personal data we process relating to certain activities (the “**DSAR Policy**”).

We respect your privacy and are committed to protecting it through our compliance with this DSAR Policy. As part of this commitment, the individuals described in this DSAR Policy have the right to request access to their personal data held by NYSCF, as well as to request rectification, erasure, restriction, or portability of their data, under applicable data protection laws such as the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA).

I. WHO?

You can submit a data subject access request (DSAR) if you are:

- A research participant involved in NYSCF studies.
- An individual whose personal data is processed by NYSCF.
- An authorized representative acting on behalf of an individual.

We may require you to provide proof of identity before we process your request to ensure the security of your data.

II. YOUR PERSONAL DATA RIGHTS

Under applicable data protection laws, you may have the following rights regarding your personal data:

- Right to Access: You can request a copy of the personal data that NYSCF holds about you.
- Right to Rectification: You can request correction of inaccurate or incomplete personal data.
- Right to Erasure: In certain circumstances, you can request the deletion of your personal data.
- Right to Restriction of Processing: You can request the restriction of processing of your personal data under certain conditions.

- Right to Data Portability: You can request that your personal data be provided to you in a structured, commonly used, and machine-readable format, and/or transferred to a data controller.
- Right to Object: You may object to certain processing activities, such as for direct marketing purposes.

III. SUBMITTING A DSAR

To submit a request, you can fill out [the DSAR Form](#) or contact NYSCF using one of the following methods:

- Via Email: You can submit your DSAR to: dpo@nyscf.org with "DSAR Request" in the subject line.
- Via Mail: You can submit your request in writing to:

New York Stem Cell Foundation, Inc.
619 W 54 Street, 3rd Floor
New York, NY 10019
United States

When submitting your request, please include the following information to help us verify your identity and locate your data:

- Full Name
- Contact Information
 - Email Address
 - Phone Number
- Details of the specific data or processing activities you are requesting access to
- Proof of identity (e.g., copy of government issued ID)

IV. RESPONSE TIME

NYSCF will acknowledge receipt of your request and respond on or within thirty (30) days as required by law. In certain cases, if the request is complex or involves a large volume of data, we may extend the response period by up to sixty (60) additional days. We will inform you of any such extension within the initial thirty (30)-day period.

V. FEES

In most cases, there is no fee for submitting a DSAR. However, if your request is excessive, repetitive, or unfounded, NYSCF reserves the right to charge a reasonable administrative fee. We will inform you of any such fees before processing your request.

VI. EXEMPTIONS

There are certain situations where NYSCF may not be able to fulfill a DSAR. These include:

- Research Exemptions: Personal data processed solely for research or statistical purposes may be exempt from some data subject rights if providing access could affect the integrity of the research
- Legal Obligations: We may refuse requests if fulfilling them would prevent us from complying with legal or regulatory obligations.
- Excessive or Repetitive Requests: If a request is excessively repetitive or manifestly unfounded, we reserve the right to refuse processing

If we refuse to comply with your request, we will explain the reason(s) for the refusal in our response.

VII. CHANGES TO OUR DSAR POLICY

The date that the DSAR Policy was last revised is identified at the top of the page. You are responsible for periodically visiting our Website and this DSAR Policy to check for any changes. We reserve the right to modify this DSAR Policy at any time at our sole discretion. Small changes or changes that do not significantly affect individual privacy interests may be made at any time and without prior notice. If we make material changes to this DSAR Policy, we will notify you by updating the date of this DSAR Policy and posting it on the Website. We may (and, where required by law, will) also provide notification of changes in another way that we believe is reasonably likely to reach you, such as via e-mail (if we have your contact information) or another manner, which may include posting an announcement on the Website.

Any modifications to the DSAR Policy will be effective immediately upon our posting. Your continued use of the Website following the posting of the revised DSAR Policy means that you accept and agree to the changes.