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Data Subject Access Request Policy

1. Policy Statement

1.1 It is our policy to comply with the applicable legislation when responding to a Data Subject Access Request ('DSAR') in compliance with Article 15 (Right of Access by the Data Subject) of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025, and any related or replacement legislation or Regulations ('Data Protection Laws').

1.2 This Data Subject Access Request Policy is on behalf of B. Braun Medical Limited and its subsidiaries (B. Braun Sterilog Limited, B. Braun Sterilog (Yorkshire) Limited and B. Braun Sterilog (Birmingham) Limited and its sister company in the UK, B. Braun Avitum UK Limited ("B. Braun").

2. About this policy

2.1 The purpose of this policy is to:

(a) set out our responsibilities, and the responsibilities of those working for us and on our behalf, in complying with the Data Protection Laws in relation to a DSAR; and

(b) provide information and guidance to those working for and on our behalf on how to recognise a DSAR and escalate a DSAR within B. Braun.

3. Who must comply with this policy?

3.1 This policy applies to all employees at all levels, directors and agency staff of B. Braun and is applicable to all DSARs received by B. Braun from an individual or an authorised third party on behalf of an individual.

4. Breaches of this policy

4.1 Any breach of this policy will be taken very seriously and may result in disciplinary action.

4.2 B. Braun may terminate the relationship with any third party working with or on B. Braun's behalf if they breach this policy.

5. What is a DSAR and how may it be made?

5.1 A DSAR is a request by an individual to receive a copy of their personal data held by B. Braun. The request may be informal and not mention DSAR or GDPR or UK GDPR or Data Protection Act 2018 or Data (Use and Access) Act 2025.

5.2 An individual can make a DSAR in any of the following ways:

- Email to any individual at B. Braun or through any published B. Braun email address
- Postal mail
- Verbal request (e.g. on the phone or in person)
- Via any social media platform
- Online form from B. Braun's website www.bbraun.com
- Through the Information Commissioner (IC) SAR service Make a subject access request | ICO
- Third Party Portals - these are online portals that offer to make DSAR on behalf of an individual.

6. What to do with a DSAR?

6.1 On recognising and identifying a DSAR all employees MUST IMMEDIATELY escalate it to:

- Data Protection & Compliance Manager; or
- their departmental Data Protection Co-Ordinator; or
- the Legal and Compliance Department.

6.2 On receipt of a DSAR we are required to:

- verify the identity of the requestor;
- agree the format of the information to be provided, that is, electronic or hard copy;
- respond within the prescribed timeframes and without undue delay;
- provide the requested information, subject to any exemptions, in a clear and plain language, easily accessible and concise.

7. Review

7.1 This Data Subject Access Request Policy will be reviewed on a regular basis at least every two years, or as required to ensure compliance with changes to Data Protection Laws and may be amended from time to time.

Michael Parden
Managing Director

Donna Gold
UK Group Legal Counsel & Compliance Officer and Data Protection Officer

November 2025

Associated Documents:

SA-GB01-G-4-3-01-010-0-A-EN – Responding to Data Subject Access Requests