



# Right to Erasure Request Form

You are entitled to request that NeoGenomics erase any personal information we may hold about you.

We will do our best to respond promptly and in any event within one month of the following:

- Our receipt of your request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request, which ever happens to be later.

The information you supply in this form will only be used for the purposes of identifying the personal information you are requesting that we erase and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

To submit your request, please complete this form and return to:

NeoGenomics Laboratories, Attn: Compliance Department, 12701 Commonwealth Dr., Suite 9, Fort Myers, FL 33913  
Fax # (844) 890-9650; [compliance@neogenomics.com](mailto:compliance@neogenomics.com)

Section 1: Information About the Data Subject			
Name:		Patients ID / Account# (NEO Use):	
Address:	City:	State:	Zip Code:
Social Security Number (optional): - -	Phone Number (optional): ( )	Date of Birth: / /	
Email address:			

Section 2: Identity and Authority Verification
<p>To ensure we are erasing data of the correct person, we require you to provide us with proof of your identity</p> <p><input type="checkbox"/> I am the data subject and have enclosed proof of my identity (see below).  <b><u>A COPY OF A GOVERNEMENT ISSUED IDENTIFICATION (DRIVER'S LICENSE, IDENTITY CARD) FOR SIGNATURE VERIFICATION</u></b></p> <p><input type="checkbox"/> I am acting on behalf of the data subject. I have enclosed</p> <ul style="list-style-type: none"> <li>• <b><u>Evidence of entitlement (i.e. legal paperwork, power of attorney)</u></b></li> <li>• <b><u>Proof of my own identity (A COPY OF A GOVERNEMENT ISSUED IDENTIFICATION (DRIVER'S LICENSE, IDENTITY CARD) FOR SIGNATURE VERIFICATION)</u></b></li> </ul>

Section 3: Information About the Person Requesting this Right (if different from Section 1)	
Name:	
Phone Number: ( )	Email address:

## Section 4: Reason For Requesting Erasure Of Personal Information

Given the sensitive nature of erasing personal information, privacy laws require certain conditions to be met before a request may be considered. Please supply us with the reason you wish your data to be erased.

- You feel your personal information is no longer necessary for the purposes for which we originally collected it.
- You no longer consent to our processing of your personal information.
- You object to our processing of your personal data as is your right under relevant privacy laws
- You feel your personal information has been unlawfully processed.
- You feel NEO is subject to a legal obligation of the EU or Member State that requires the erasure of your personal information.
- Other:

## Section 5: What Information Do You Wish To Erase?

Please describe the information you wish to erase. Please provide any relevant details you think will help NEO to identify the information.

Please note that in certain circumstances, where erasure would adversely affect the freedom of expression, contradict a legal obligation, act against the public interest in the area of public health, act against the public interest in the area of scientific or historical research, or prohibit the establishment of a legal defense or exercise of other legal claims, we may not be able to erase the information you requested. In such cases you will be informed promptly and given full reasons for that decision.

## Section 6: Signatures

Signature of Data Subject:	Date:
<i>If a third party is requesting access on behalf of the individual, print and sign the name of the person requesting this information and his/her relationship to the data subject.</i>	
Print Name:	Relationship to Data Subject:
Signature:	Date:



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**FOR NEOGENOMICS ONLY:**

Date Request Received:	Date Notification Was Sent To Individual Or Third Party:
<input type="checkbox"/> <b>Request Accepted</b> Your personal information has been erased from the following systems:	
<input type="checkbox"/> <b>Request Denied</b>  <b>Reason for denial:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> NeoGenomics does not have any personal information on the data subject referenced in this request.</li> <li><input type="checkbox"/> Complying with request will result in disclosing information about another individual</li> <li><input type="checkbox"/> Need evidence of third party's entitlement to request access on behalf of an individual</li> <li><input type="checkbox"/> Need additional information to identify the individual.</li> <li><input type="checkbox"/> Other:</li> </ul>	
NeoGenomics Representative's Name/Signature:	Date:

If you believe your privacy rights have been violated, you may file a complaint with NeoGenomics Privacy Office or with the applicable agency listed below:

<b>NeoGenomics Privacy Office</b>	
By Mail: NeoGenomics Laboratories, Inc. Attn: Stephanie Bywater, Chief Compliance Officer 12701 Commonwealth Drive, Suite 5 Fort Myers, Florida 33913	By Email: <a href="mailto:compliance@neogenomics.com">compliance@neogenomics.com</a>  By Telephone: 1-239-768-0600
<b>U.S. Based Individuals</b>	
By Mail: Office of Civil Rights The U.S. Department of Health and Human Services 200 Independence Avenue, S.W. Washington, D.C. 20201	By Telephone: 1-202-619-0257 or Toll free at: 1-877-696-6775
<b>E.U. Based Individuals</b>	
Report should be done to the Data Protection Authority (DPAs) in the EU Member State in which the individual resides	
DPAs contact information: <a href="https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm">https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm</a>	
<b>Swiss Based Individuals</b>	
Report should be done to the applicable Cantonal or Municipal Data Protection Authority (DPAs)	
DPAs contact information: <a href="https://www.edoeb.admin.ch/edoeb/en/home/the-fdpic/links/data-protection---switzerland.html">https://www.edoeb.admin.ch/edoeb/en/home/the-fdpic/links/data-protection---switzerland.html</a>	
<b>Singapore Based Individuals</b>	
By Mail: Personal Data Protection Commission 10 Pasir Panjang Road #03-01 Mapletree Business City Singapore 117438 Attn: Officer-in-charge, Enforcement	By Web: <a href="https://www.pdpc.gov.sg/Individuals/Complaints-and-Reviews/Report-a-Personal-Data-Protection-Concern/Personal-Data-Protection-Complaint">https://www.pdpc.gov.sg/Individuals/Complaints-and-Reviews/Report-a-Personal-Data-Protection-Concern/Personal-Data-Protection-Complaint</a>