

## **DATA SUBJECT ACCESS REQUEST (DSAR) FORM**

You should complete this form if you want us to provide you a copy of any personal data we hold about you.

Please note that 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.

You are entitled to receive this information under the Nigerian Data Protection Act (NDPA). We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond to your request promptly within one month of receiving your request or upon receipt of any further information we may ask you to provide to enable us to comply with your request (whichever is the latest).

However, if we consider your request to be complex, due to the size of data requested or the number of requests you have made, we may need an extension of time. If this is the case, we will notify you of the reason for delay within one month of receiving your request and shall process your request within two months from the date of receipt.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

To ensure prompt management of your request, please enclose the following documents to allow us to verify your identity:

- Evidence of your identity (see section 2)
- Evidence of the Data Subject's identity (if different from above)
- Authorisation from the Data Subject to act on their behalf (if applicable)

In order to protect personal data, we require proof of identity to ensure we are releasing data only to the correct person.

**Please return the completed form and related annexes to:**

Data Protection Officer,  
Co-creation HUB,  
294 Herbert Macaulay Way,  
Sabo, Yaba, Lagos.  
Email: [privacy@cchub.africa](mailto:privacy@cchub.africa)

## SECTION 1: Details of the person requesting information

Full name:	
Address:	
Email address:	
Telephone Number:	

## SECTION 2: Are you the Data Subject?

Please tick the appropriate box and follow the relevant instructions.

- **NO:** I am acting on behalf of the Data Subject. I have enclosed the data subject's written authority, proof of the Data Subject's identity and proof of my own identity (see below). **(please go to section 3)**
- **YES:** I am the Data Subject. I enclose proof of my identity (see below).

**(please go directly to section 4)**

Please supply us with a photocopy or scanned image (do not send the originals) of one of the following:

- Passport
- Photo driving license
- National identity card

If there is any doubt about your identity, we reserve the right to contact you for additional information. If the additional information received is insufficient to remove doubt we may refuse to grant your request.

**SECTION 3: Details of the Data Subject (if different from section 1)**

Full name:	
Address:	
Email address:	
Telephone Number:	

**SECTION 4: What information are you seeking?**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details (directly or indirectly) about another person we will have to seek the consent of that person before we release the

information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is deemed to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

**SECTION 5: Information about the collection and processing of data**

If you want information about any of the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data has been disclosed
- The source of your personal data

**SECTION 6: Correcting Information**

If, after receiving the information requested, you believe that the information is inaccurate or out of date, or that we are using your information for a purpose of which you were not aware, or we that should no longer be holding that information, please notify our Head of Data Protection at the address stated above or visit {Form Link to be provided} to request to rectify, update or erase such information.

**SECTION 7: Declaration**

I confirm that I have read and understood the terms of this Data Subject Access Request Form and certify that the information given in this application to CcHUB is true.

I understand that it is necessary for CcHUB to confirm my / the Data Subject’s identity and it may be necessary to obtain more detailed information to locate the correct personal data.

**Signature:** .....

**Date:**