



# Data Subject Action Request Form

The personal data required by this form is necessary to enable Kinley Securities Limited to process your Data Subject Action Request. The information you supply will only be used for the purposes of identifying the personal data you are requesting and for responding to your request, in accordance with the Nigeria Data Protection Regulation ('NDPR'). It may be shared with our third parties, legal and administrative teams in the for processing and preparing a response, subject to the Nigeria Data Protection Regulation Standard Contractual clauses for our intra-group transfers, and it will be stored securely until the relevant procedures are completed.

## 1. Details of the person requesting the information:

Full Name:	Former Names (if applicable):
Current Address:	Former Address (including dates of change) (if applicable):
Date of Birth:	E-mail address (optional):
Contact Phone Number:	

## 2. Are you the Data Subject? (check box that applies)

I am the Data Subject and enclose evidence of my identity and address.

I am not the Data Subject, but am acting on the Data Subject's behalf as his/her personal representative. I have written authority, which I enclose, along with evidence of my identity and address.

To ensure that we are releasing data to the right person, please provide us with sufficient identification, in accordance with applicable law, to confirm that you are entitled to the information requested under the NDPR.

The nature of the identification required will depend on the nature of your request and your relationship with Kinley Securities Limited. For example, if you are Kinley Securities Limited employee or fee earner, please provide your employee number or other work-related information that can be used to identify you. If you are a third party with no affiliation with Kinley Securities Limited, please provide at least two forms of identification sufficient to authenticate your identity and physical address.

Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals).

To help us respond to your request, please identify your relationship with Kinley Securities Limited

If you do not provide adequate proof of identity, we reserve the right to decline to provide the requested personal data.

### 3. Details of the Data Subject (if different than No.1 you are not the Data Subject)

Full Name:	Former Names (if applicable):
Current Address:	Former Address (including dates of change) (if applicable):
Date of Birth:	E-mail address (optional):
Contact Phone Number:	

### 4. Identify what right(s) you are pursuing and, in the space provided below, describe the specific information/action you are requesting.

Please provide as much detail as possible, such as relevant dates, references, etc. For further information regarding the rights of individuals in relation to their personal data, please see our Privacy Notice Regarding the Processing of Personal Data about Clients and Other Business Contacts Pursuant to the NDPR.

A. The right of access

B. The right to rectification

C. The right to erasure

**D. The right to restrict processing**

**E. The right to data portability**

**F. The right to object**

**G. The right not to be subject to decisions based solely on automated decision-making**

Please note that if you are making a Data Subject Action Request and the information you request reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested 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. Please further note that information covered by a legal professional privilege or obligation cannot be disclosed.

Other types of Data Subject Action Requests are subject to certain conditions and exceptions. We will advise you in writing if we believe that your Data Subject Action Request fails to meet the requirements of the NDPR in whole or in part.

In most circumstances, Kinley Securities Limited will provide you with a copy of the information requested free of charge. However, Kinley Securities Limited may be permitted to charge a reasonable fee if a Data Subject Action Request is repetitive or manifestly unfounded or excessive. Kinley Securities Limited also may charge a reasonable fee to comply with Data Subject Action Requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

**5. Previous Data Subject Action Requests** (if applicable)

**Please note** – This section only applies if Kinley Securities Limited has made a previous Data Subject Action Request ( DSAR) disclosure for you.

Date of previous DSAR:	
Reference number of previous DSAR:	
Name previous DSAR was made under:	

## 6. Declaration

I declare that the information given by me is correct to the best of my knowledge, and that I am entitled to make the request identified above under the terms of the **Nigeria Data Protection Regulation**.

Signature:

Date of request:

### What happens next?

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Data Subject Action Request and start processing your records.

If your request is valid but we are unable to identify you, we will advise you of this and request additional information.

Once Kinley Securities Limited has all the required information, your request should be completed within one month. However, if your request is complex, we will take an extension to a maximum of three months and inform you within one month of your request. We also will inform you of the reasons for the delay. If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected. Note that all information disclosed pursuant to a Data Subject Action Request is a file copy; originals are not provided.

### Supplementing this application.

If after you have received the information you have requested you believe that:

- the information is inaccurate or incomplete; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware or to which you object; or
- we may have passed inaccurate information about you to someone else;

you should promptly notify the Data Protection Officer by email or post to:

55 Campbell St, Marina 102273,  
Lagos.

[info@kinleysecurities.com](mailto:info@kinleysecurities.com)