



**REQUEST FOR ACCESS OF PERSONAL DATA**

**Note:**

- (i) A documentary evidence in support of the objection may be required.
- (ii) Where the space provided for in this Form is inadequate, submit information as an Annexure
- (iii) All fields marked \* are mandatory

**A. DETAILS OF DATA SUBJECT**

Name:.....

Identity Number:.....

Phone Number:.....

Email Address:.....

**Fill in your details below if you are initiating a request for a minor or a person who is incapacitated.**

Name:.....

Relationship with the Data Subject:.....

Contact Information:.....

**B. DETAILS OF THE PERSONAL DATA REQUESTED: Describe the personal data requested**

.....  
.....

**C. MODE OF ACCESS**

I would like to: (check all that apply)

Inspect the record

Listen to the record

Have a copy of the record made available to me in the following format:

Photocopy (Please note that copying costs will apply) Number of Copies Required:

Electronic

Email to.....

Transcript (Please note that transcription charges may apply)

USB (please note that cost of USB will apply)

Translation

Other (Specify):

**D. DELIVERY METHOD**

Collection in Person

By mail (provide address where different / in addition to details provided above)

Town / City: .....

By email (provide an email address where different / in addition to details provided above):

.....

**E. DECLARATION**

Note:

Any attempt to access personal data through misrepresentation may result in prosecution.

I certify that the information given in this application is true

**Signature:** .....**Date:**.....

## **Data Protection Privacy Notice**

The information that you input here shall be retained by us strictly for our own use in line with the Data Protection Act No.24 of 2019, our Privacy Policy and the Privacy Notice and you consent to the application of the Data Protection Act No. 24 of 2019 and the Privacy Notice to all information provided to the institution. This Privacy Notice may be updated from time to time and the most recent version can be found on our website or with our customer care

representative. If you would like any further information or to contact our Data Protection Officer, kindly contact us at [dpo@kuscohousing.coop](mailto:dpo@kuscohousing.coop) or 0111027 203 or post to: The Data Protection office, KUSCCO HOUSING, P.O BOX 28403-00200 NAIROBI.