



DATA SUBJECT RIGHTS REQUEST FORM
(Nigeria Data Protection Act (NDPA) Compliance)

DATA SUBJECT DETAILS

Field	Description
Full Name	
Customer ID / Employee ID / Vendor ID (if applicable)	
Account Number / Relationship ID (optional)	
Email Address	
Phone Number	
Residential / Business Address	

Data Subject Category (tick one):

- Customer
 - Employee
 - Former Employee
 - Vendor / Contractor
 - Website / Digital User
 - Other (Specify): _____
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TYPE OF REQUEST

Please indicate the right you wish to exercise (tick all that apply):

- Right of Access (Request for copy of personal data)
 - Right to Rectification (Correction of inaccurate data)
 - Right to Erasure (Deletion of personal data)
 - Right to Restriction of Processing
 - Right to Data Portability
 - Right to Object to Processing
 - Withdrawal of Consent
 - Other (Specify): _____
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DETAILS OF REQUEST

Please provide details of your request (include relevant dates, products, services, or systems where possible):

IDENTITY VERIFICATION

To protect your data, we must verify your identity. Please indicate one or more of the following identification methods you possess:

- Government-issued ID (NIN, Passport, Driver's Licence, Voter's Card)
- Bank-issued identification or account verification
- Employee ID (for staff requests)
- Other verification documents: _____

AUTHORIZED REPRESENTATIVE (IF APPLICABLE)

Please complete this field if this request is submitted by an authorized representative:

Field	Description
Representative Full Name	
Relationship to Data Subject	
Authorization Document Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Representative Contact Details	

DECLARATION AND CONSENT

I confirm that the information provided in this request is accurate. I understand that the Bank may require additional information to verify my identity and process this request in accordance with the Nigeria Data Protection Act (NDPA).

Data Subject Signature: _____

Date: _____

FOR BANK USE ONLY (INTERNAL SECTION)

REQUEST LOGGING

Field	Description
Request Reference Number	
Date Received	
Channel Received	
Logged By	
DPO/Privacy Officer Assigned	

IDENTITY VERIFICATION OUTCOME

Field	Description
Verification Method Used	
Verification Status	<input type="checkbox"/> Successful <input type="checkbox"/> Failed
Verified By	
Date Verified	

PROCESSING DETAILS

Field	Description
Business Unit Assigned	
IT/System Owners Involved	
Legal/Compliance Review Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Action Taken	<input type="checkbox"/> Access <input type="checkbox"/> Correction <input type="checkbox"/> Deletion <input type="checkbox"/> Restriction <input type="checkbox"/> Portability <input type="checkbox"/> Objection
Execution Date	

RESPONSE DETAILS

Field	Description
Response Method	<input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Secure Portal
Response Date	
Outcome	<input type="checkbox"/> Fulfilled <input type="checkbox"/> Partially Fulfilled <input type="checkbox"/> Refused
Legal Basis for Refusal (if applicable)	

CASE CLOSURE

Field	Description
Closure Date	
Closed By	
Notes	

The Bank will respond to this request within statutory timelines in accordance with the Nigeria Data Protection Act (NDPA). Requests may be refused or restricted where permitted by law, including where processing is required for regulatory, contractual, or legal obligations.