



Data Subject Access Rights

Request procedure

1. Introduction

Under Article 17 of the African Union Cyber Security and Protection of Person any natural person whose personal data are processed may request from the controller in the form of the following questions:

- a) Such information as would enable him/her to evaluate and object to the processing,
- b) Confirmation as to whether data relating to him/her are being processed,
- c) Communication to him/her of the personal data undergoing processing and any available information as to their source,
- d) Information as to the purpose of the processing, the categories of personal data concerned, and the recipients or categories of recipients to whom the data are disclosed.

2. Purpose

The data subjects have the right to request access to any personal data that AUDA - NEPAD is holding about them. This document outlines the procedure of submitting the request and responding to the Data Subject Access Rights (DSAR).

3. Procedures

3.1. Making the request

The data subject can make verbal or written (email) to the Data Protection officer at the address below

African Union Development Agency.
P.O. Box 218
Midrand
1685 Gauteng
Johannesburg
South Africa
Office +27 (0) 11 256 3600 | Fax +27 (0) 11 206 3762
Email: dataprotection@nepad.org

All verbal requests must be followed by written confirmation from the data subject. Written submission will facilitate understanding of the data request and verify the identity of the data subject.

Upon receipt of the request, the Data Protection Officer (DPO) will authenticate the details of the data subject within 24hrs. Confirmation of the identity of the data should be done following the procedure outlined in para 3.2.

3.2. Authenticating identity of data subject

DPO shall request evidence from the Data Subject (DS) to authenticate his/her identity. DS authentication can be done by requesting any of the following:

- Current passport,
- Current driver's licence,
- Proof of residence, which can be in the form of utility bills with the current place of residence,
- Recent bank statement,
- Lease agreement.

To avoid inadvertent data breach, if the requester does not fulfil any of the above, the request will not be honoured. A request for data can be made by a third party on behalf of the data subject upon written authorisation provided by the data subject. Where consent cannot be obtained the data protection officer will not process any request.

3.3. Initial response for data subject access request

Once the verification process has been completed and the DPO is satisfied with the information presented by the data subject, the DPO will inform the requester that his/her request will be responded to within 30 days. The DPO will start the process of requesting various division/department where data resides, with **data subject disclosure form. (Annex A)**.

4. Processing Data Subject Access Rights

Upon confirmation of the identity of the data subject, the data protection officer will commence the process of collating the information requested from the difference data processors using a **Data Collection Form (DCF)**.

5. Archiving

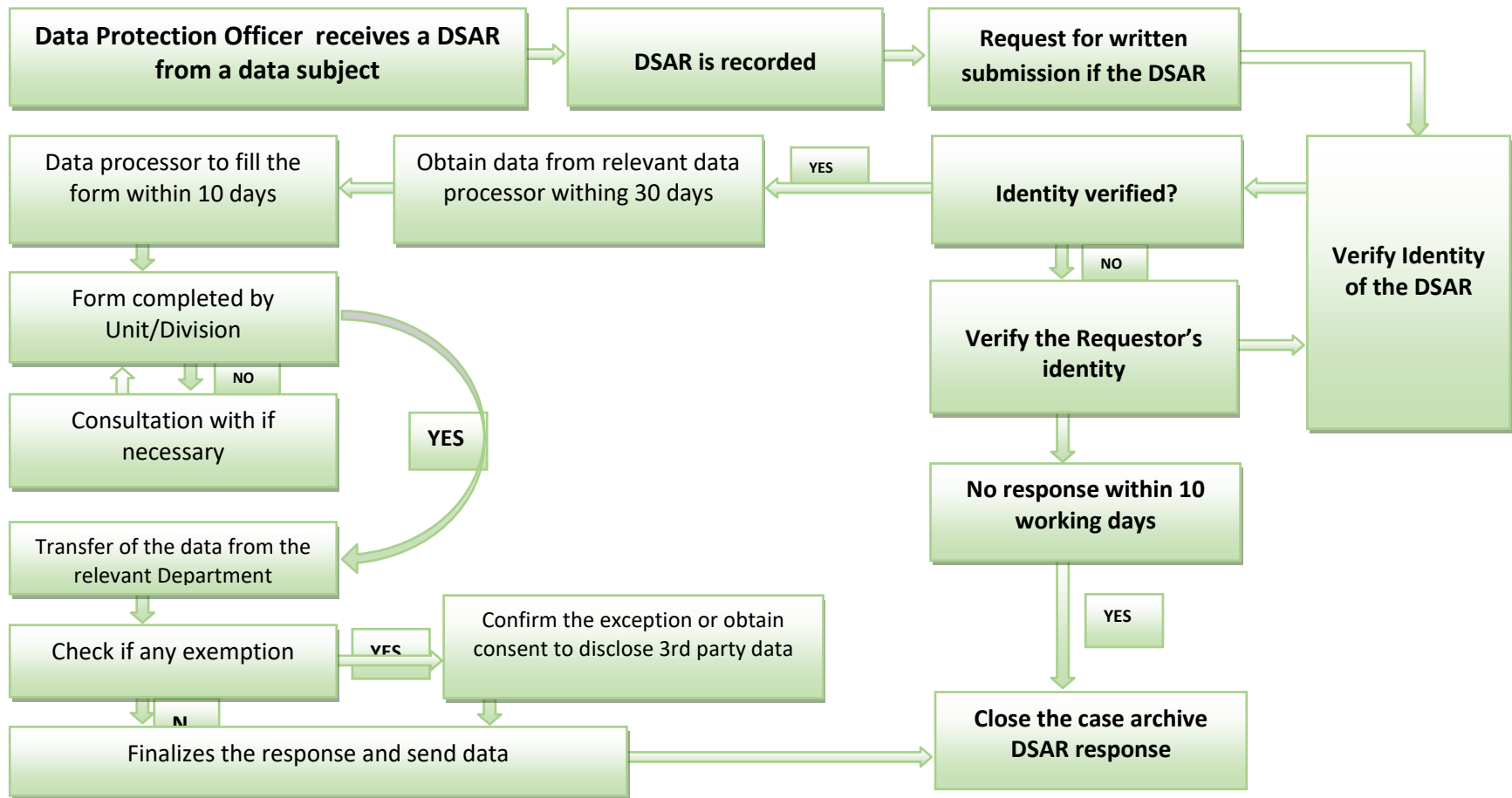
After the request has been attended to and data sent to the DSAR, will be considered closed and archived by the DPO.

6. Request refusal

The following instances will necessitate refusal by AUDA – NEPAD to provide data upon request:

- If the requested information is similar and identical to a previous request that was provided within a period of 6 months.
- Data obtained for the purpose of statistics or research, and where the results of the statistical work or research are not made available in a form that identifies any of the individuals involved.
- The information is considered privileged or confidential.

Any refusal on data subject request will be substantiated and provided in writing. And DSAR that is not satisfied with the outcome is entitled to request the Data Controller to review the outcome.



This Data Subject Disclosure Form is addressed to the person identified below

Data Subject's Full Name

Data Subject's Date of Birth

Data Subject's Current Address

Purpose of processing

Recipient(s)

Retention period

Source of the data (if not collected from the data subject)

Response to Data Subject Access Request

Reasons for not disclosing information to the Data subject

As a Data subject, you have the following rights

- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply, to have a right to

restrict the processing.

- Right to object to processing – you have the right to object to certain types of processing such as direct marketing.
- Right to lodge a complaint – if you are not satisfied with how your personal data is being processed or how your complaint has been handled, you may lodge a complaint directly with the Chief Executive Officer.

Date

Signature