

DATA SUBJECT REQUEST FORM

This Data Subject Request Form (“this Form”) should be used to submit a request to access, correct, or delete information about individuals (“Personal Data”) in accordance with the Central Depository and Settlement Corporation (“CDSC”) Data Protection Policy.

Full Name of Data Subject:	
Full Name of Authorized Representative (if applicable)	
Email address: <i>(mandatory if the Data Subject request is sent by email)</i>	
Telephone number:	
Nature of relationship or affiliation with CDSC: <i>(e.g. client, visitor, service provider, contractor, job applicant, employee)</i>	
ID numbers or Account No. Specific details: <i>(to help the CDSC to identify you or your Personal Data).</i>	

Type of Request

Please select the type of request you are making:

- Consent withdrawal
- Access request
- Rectification of personal data
- Erasure of personal data
- Restriction of processing of personal data
- Personal data portability request
- Objection to the processing of personal data
- Request regarding automated decision-making and profiling

Please specify your request:

- (When formulating your request, please be as precise as possible as to which Personal Data and period your request pertains to).

REQUEST SUBMITTED BY THE DATA SUBJECT/AUTHORIZED REPRESENTATIVE

By signing this form, I confirm that the information provided above is correct.

Name: _____ --

Signature: _____

Date: _____

Please submit this Form to your appointed Central Depository Agent.

For more information on the CDSC Personal Data Protection Policy, see the CDSC Privacy Notice available at <https://www.cdskenya.com>.

ADDITIONAL INFORMATION

1. Any natural person (“Data Subject”) of which the CDSC processes Personal Data has the following rights:
 - a) The right to obtain confirmation that the CDSC/Hosted Associations processes your Personal Data;
 - b) The right to receive specific information about the processing of your Personal Data;
 - c) The right to obtain a copy of your Personal Data from the CDSC/Hosted Associations processes (as applicable).
 - d) The right to request correction or erasure of your Personal Data if it is inaccurate or if you wish it to be removed.
2. A response will be provided within seven (7) days of receipt of the request, or, if later, within Seven (7) days of receipt of any additional information requested to clarify the request and/or confirm your identity. The response time may be extended by up to Fourteen (14) days if the request is complex (e.g., involving multiple systems or extensive data review) or if multiple requests are made. You will be informed within Seven (7) if the time limit is extended and provided with the reasons for the extension.
3. Your Agent is updated on the progress of your request.
4. If you are not satisfied with our response, you may contact the designated Data Protection Officer in the Central Depository Agent for further clarification or escalate the matter to the relevant Data Protection Authority.
5. The Central Depository Agent may refuse unfounded requests, manifestly excessive, or confidential in accordance with the Data Protection Policy stating the reasons for refusal.