

APPENDIX 1

Data Subject Access Right Form

Note: By completing this form, you consent that Dirigible Technologies Nig. Ltd (Dirigible) would use your personal data to process your request and provide you with relevant response to your inquiries.

Your rights as a data subject can be exercised by completing this form and submitting via an email or to the address at the bottom of this form

In Person <input type="checkbox"/>		By Proxy <input type="checkbox"/>	
Date __/__/20__		<input type="checkbox"/>	
Details of the Person Requesting Information			
Full Name:			
Date of Birth:		Telephone No:	
Contact Address:			
Details of Proxy server (If Applicable)			
Surname/ Family Name:			
First Name(s)/Forenames:		Telephone No:	
Date of Birth:		Email Address:	
Contact Address:			
Relationship to the data subject:			
A Proxy server must enclose a copy of a power of attorney or data subject's written authority and proof of the data subject's identity and proxy's identity (such as Passport, driving licence, national identity card, birth certificate etc)			
Any other Information that may help us			
Please tick the appropriate box and read the instructions which follow it:			
Right of Access	<input type="checkbox"/>	Right to Erasure	<input type="checkbox"/>
Right to Object to Rectification	<input type="checkbox"/>	Right to Portability	<input type="checkbox"/>
		Right to Restriction of Process	<input type="checkbox"/>

Details of Request: Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Preferred Medium of Feedback

Please tick the appropriate box below:

- Email as provided in our database []
- Formal letter dispatched to Correspondence Address as provided in our database []
- Dirigible Technologies Nig.Ltd Head Office []

I confirm that I have read and understood the Dirigible Data Subject Access Request Policy and the Data Privacy and Protection Policy. In consideration of all the information stated herein, I certify that the information provided in this form is correct to the best of my knowledge and that I am the person to whom it relates.

Name:

Signature:

Date:

For postal requests, please return this form to:

Data Protection Team

Dirigible Technologies Nig. Ltd

1st Floor 18, Oba Akran Avenue. 100212 Ikeja Lagos - Nigeria

All email Requests should be sent to protectionteam@dirigible.ng