

REPUBLIC OF RWANDA



**NATIONAL CYBER SECURITY AUTHORITY
DATA PROTECTION & PRIVACY OFFICE**

CHANGE REPORT FORM AS A DATA CONTROLLER

Note: Before filling out this form, consult the guide available on www.dpo.gov.rw

SECTION 1 – DATA CONTROLLER DETAILS

OPERATIONAL DETAILS

Data Controller Name:

Registration Number as DATA CONTROLLER	Issued On/...../.....	Valid Until/...../.....
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NATURE OF DATA CONTROLLER

Tick as appropriate

Public Private NGO Faith Based organization Political organization Development Partner Other:....

Sector	Financial (Refer to Guide- Annex I)
Address:	Country, Province, District, Sector
Phone Number:	+xxxx xxx xxxx
Email Address:	abc@abc.com
Website:	www.abc.com

CONTACT PERSON (DATA PROTECION OFFICER)

Name:	Name
Phone Number:	+xxxx xxx xxxx
Email Address:	aassc@abc.com

REPRESENTATIVE IN RWANDA (if Data Controller is established outside of Rwanda)

Name:	Representative name
Phone Number:	+xxxx xxx xxxx
Address:	Country, Province, District, Sector
Email:	aassc@abc.com
Website:	www.afc.com

SECTION 2 – PERSONAL DATA

CATEGORY OF DATA SUBJECTS (e.g., employee, client, supplier, or shareholder, students, patients, etc)	DESCRIPTION OF PERSONAL DATA (e.g., name, address, or National Identity Card Number, etc)	PURPOSE OF PROCESSING (e.g., service provision, HR management, invoicing, Know Your Customer (KYC), etc).	CATEGORY OF RECIPIENT(S) TO WHOM PERSONAL DATA IS DISCLOSED (e.g., Regulators, Partners, Investors, etc.)	GROUND FOR PROCESSING (Tick as appropriate)
Clients	Name, phone number	Service provision	Regulators: RURA, BNR	<input type="checkbox"/> Consent of data subject <input type="checkbox"/> Contractual necessity <input type="checkbox"/> Legal obligation <input type="checkbox"/> Vital interests of the data subject or other person <input type="checkbox"/> Public interest <input type="checkbox"/> Performance of duties of public entity <input type="checkbox"/> Legitimate interest <input type="checkbox"/> Research upon authorization

SECTION 3 – CATEGORIES OF SENSITIVE PERSONAL DATA

Applicable **Not Applicable** (Tick as appropriate)

If applicable, please fill in the below details otherwise proceed to section 4.

PLEASE SELECT THE TYPE(S) OF SENSITIVE PERSONAL DATA YOU PROCESS (Tick as appropriate)	SPECIFY PURPOSE(S) FOR PROCESSING SENSITIVE PERSONAL DATA	GROUND FOR PROCESSING (Tick as appropriate)
<input type="checkbox"/> Person's race		<input type="checkbox"/> Consent of data subject <input type="checkbox"/> Obligations of the data controller/ data processor or exercising specific rights of the data subject <input type="checkbox"/> Vital interests of the data subject or other person <input type="checkbox"/> Preventive or occupational medicine, public health <input type="checkbox"/> Archiving, scientific and historical research or statistical purposes
<input type="checkbox"/> Social origin		
<input type="checkbox"/> Genetic or biometric information		
<input type="checkbox"/> Political opinion		
<input type="checkbox"/> Health status		
<input type="checkbox"/> Criminal records		
<input type="checkbox"/> Religious or philosophical beliefs		
<input type="checkbox"/> Sexual life or family details		
<input type="checkbox"/> Medical records		

SECTION 4 – DATA PROCESSOR'S INVOLVEMENT

Applicable Not Applicable (Tick as appropriate)

If applicable, please list your Data Processors and fill in the details below, otherwise proceed to section 5.

NAME OF DATA PROCESSOR(S)	DO YOU HAVE WRITTEN DATA PROCESSING CONTRACT(S) WITH THE DATA PROCESSOR(S)?
Processor Name(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO (Tick as appropriate)

SECTION 5– TRANSFER OF PERSONAL DATA OUTSIDE RWANDA

Applicable Not Applicable (Tick as appropriate)

If applicable, please list the countries in the section below, otherwise proceed to section 6

List countries

Note: You will need to apply for a separate authorization to transfer personal data outside of Rwanda

SECTION 6 – MEASURES FOR PROTECTION OF PERSONAL DATA

RISKS TO PERSONAL DATA (e.g., unauthorized access/disclosure, or theft.)	SAFEGUARDS, SECURITY MEASURES AND MECHANISMS IMPLEMENTED TO PROTECT PERSONAL DATA (e.g., access control, visitors' logbook, encryption or other information security measures.)
Unauthorized access	Access control and Encryption

Do you store personal data outside of Rwanda? YES NO (Tick as appropriate)

If YES, you will need to apply for a separate authorization to store personal data outside of Rwanda.

I certify that the above information is correct and complete and hereby report a change after receiving a registration certificate as a Data Controller under the Law No 058/2021 of 13/10/2021 relating to the protection of personal data and privacy.

Signature:

Date:

Name:

(Person authorized to sign on behalf of Data Controller)