REPUBLIC OF RWANDA



NATIONAL CYBER SECURITY AUTHORITY DATA PROTECTION & PRIVACY OFFICE

APPLICATION FORM

AUTHORIZATION TO STORE PERSONAL DATA OUTSIDE RWANDA

SECTION 1 – APPLICANT DETAILS			
OPERATIONAL DETAILS			
Organization Name:			
Are you registered as a Data Controller, Data Processor or Both with NCSA?: Yes No (Tick as appropriate)			
Registration Number as Data Controller (if applicable)	Registration Number as Data Processor (if applicable)		
Issued on/ Valid until/	Issued on/ Valid until/		
Type of organization	Sector of organization		
□ Public □ Private □ NGO □ Development Partner	☐Finance ☐ Telecommunication ☐Health ☐Education		
□ Other:	□ Aviation □ Other:		
(Tick as appropriate)	(Tick as appropriate)		
Address:			
Phone Number:			
Email Address:			
Website (if applicable):			
DATA PROTECTION OFFICER			
Name:			
Phone Number:			
Email Address:			

SECTION 2 – DETAILS OF PERSONAL DATA TO STORE OUTSIDE RWANDA				
CATEGORY OF DATA SUBJECTS	DESCRIPTION OF PERSONAL DATA TO BE STORED	REASONS OF STORING OUTSIDE	DATASET SIZE/ VOLUME	
List the categories of data subjects e.g. clients, employees, shareholders, students, patients, etc	Specify elements of personal data included within each category of data subject e.g. Clients: name, address, emails, etc	Please write down reasons to store personal data outside Rwanda	Please write down number of data subjects concerned	
			e.g. 100, 1000, 1500, etc	
Employees	Name, phone number, Account Number, etc	Data recovery /backup purposes	100	
Students	Name, parent names, parent phone number, etc		1000	

SECTION 3 – DETAILS OF SENSITIVE PERSONAL DATA TO STORE OUTSIDE RWANDA				
☐ Applicable ☐ Not Applicable (Tick as appropriate)				
If applicable, please fill in the below details otherwise proceed to section 4.				
Please tick the appropriate type(s) of sensitive personal data you store				
☐ Person's race	☐ Political opinion	☐ Religious or philosophical beliefs		
☐ Social origin	☐ Health status	☐ Sexual life or family details		
☐ Genetic or biometric information	☐ Criminal records	☐ Medical records		

SECTION 4-DETAILS OF HOSTING SERVICE PROVIDERS (Please add columns to this section if personal data will be stored to more than 2 hosting service providers) **Name(s) of Hosting Service Provider(s)** Who will store personal data on your behalf? Service Provider Name 1 Service Provider Name 2 **Destination country(ies)** ☐ Primary ☐ Primary Please tick appropriately and fill out the names of Name of country Name of country storage storage countrie(s) the personal data is stored. ☐ Disaster ☐ Disaster Name(s) of country(ies) Name(s) of country(ies) Recovery (DR) Recovery (DR) ☐ Shared Hosting ☐ Shared Hosting **Type of Hosting Services** ☐ VPS hosting ☐ VPS hosting *Please tick the appropriate type(s) of hosting service* ☐ Dedicated Server Hosting ☐ Dedicated Server Hosting vou use ☐ Cloud Hosting ☐ Cloud Hosting Others:.....Please Specify..... ☐ Others:..... Please Specify **Involvement of third party(ies)** If applicable, list all approved third parties who will be Name of third party(ies) Name of third party(ies) involved in processing of personal data to be stored. If not applicable, mention N/A **Applicable Personal Data Protection and Privacy** Laws What are the data protection laws of country (ies) the personal data will be stored to with respect to the *country(ies) of destination?*

SECTION 5 – DETAILS OF PROTECTION FOR PERSONAL DATA TO STORE OUTSIDE RWANDA			
Safeguards, security measures and mechanisms implemented to protect personal data by Data controller or Data processor			
What are technical and organizational measures put in place to protect personal data before being stored?			
Safeguards, security measures and mechanisms implemented to protect personal data by hosting service provider (s)			
What are technical and organizational measures do the hosting service providers have in place to protect personal data?			
\Box I certify that the above information is correct and complete and hereby apply to be authorized to store personal data outside Rwanda under Law No 058/2021 of 13/10/2021 relating to the protection of personal data and privacy.			
Name:	Date:		
Position:	Signature:		

SUPPORTING DOCUMENTS

- 1. Application letter addressed to the Chief Executive Officer of NCSA
- 2. Hosting agreement (s) with service provider(s)
- 3. Data Protection Impact Assessment (DPIA) for hosting personal data outside Rwanda
- 4. Any other supporting documents

Please convert all documents into PDF, zip, and send them to registration@dpo.gov.rw and dpp@ncsa.gov.rw by writing your organization name in the email's subject

Note: You may be requested to submit additional documents during the evaluation process.