

**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  
 Public  Private  NGO  Development Partner  
 Other:.....  
*(Tick as appropriate)*

Sector of organization  
 Finance  Telecommunication  Health  Education  
 Aviation  Other:.....  
*(Tick as appropriate)*

Address :

Phone Number:

Email Address :

Website (if applicable) :

**DATA PROTECTION OFFICER**

Name :

Phone Number :

Email Address :



**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)*

<p><b>Name(s) of Hosting Service Provider(s)</b> <i>Who will store personal data on your behalf?</i></p>	Service Provider Name 1		Service Provider Name 2	
<p><b>Destination country(ies)</b> <i>Please tick appropriately and fill out the names of country(ies) the personal data is stored.</i></p>	<input type="checkbox"/> Primary storage	Name of country	<input type="checkbox"/> Primary storage	Name of country
	<input type="checkbox"/> Disaster Recovery ( DR)	Name(s) of country(ies)	<input type="checkbox"/> Disaster Recovery ( DR)	Name(s) of country(ies)
<p><b>Type of Hosting Services</b> <i>Please tick the appropriate type(s) of hosting service you use</i></p>	<input type="checkbox"/> Shared Hosting <input type="checkbox"/> VPS hosting <input type="checkbox"/> Dedicated Server Hosting <input type="checkbox"/> Cloud Hosting <input type="checkbox"/> Others:.....Please Specify.....		<input type="checkbox"/> Shared Hosting <input type="checkbox"/> VPS hosting <input type="checkbox"/> Dedicated Server Hosting <input type="checkbox"/> Cloud Hosting <input type="checkbox"/> Others:..... Please Specify .....	
<p><b>Involvement of third party(ies)</b> <i>If applicable,list all approved third parties who will be involved in processing of personal data to be stored . If not applicable, mention N/A</i></p>	Name of third party(ies)		Name of third party(ies)	
<p><b>Applicable Personal Data Protection and Privacy Laws</b> <i>What are the data protection laws of country (ies) the personal data will be stored to with respect to the country(ies) of destination?</i></p>				

**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 ?*

**I certify that the above information is correct and complete and hereby apply to be authorized to store personal data outside Rwanda under Law N° 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](mailto:registration@dpo.gov.rw) and [dpp@ncsa.gov.rw](mailto: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.*