REPUBLIC OF RWANDA



NATIONAL CYBER SECURITY AUTHORITY DATA PROTECTION & PRIVACY OFFICE

APPLICATION FORM

AUTHORIZATION TO TRANSFER 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 BE TRANSFERRED OUTSIDE RWANDA						
CATEGORY OF DATA SUBJECTS	DESCRIPTION OF PERSONAL DATA TO BE TRANSFERRED	PURPOSE OF TRANSFERRING	DATASET SIZE/ VOLUME	GROUND FOR TRANSFERRING		
List the categories of data subjects e.g. clients, employees,	Specify elements of personal data included within each category of data subject e.g. Clients: name, address,	Within each category of data subject, specify the purpose(s) for the personal data transferred	Number of data subjects concerned	Tick appropriate ground(s) which the transfer will base on		
shareholders, students, patients, etc	emails, etc	e.g. HR management, service enhancement, ernollment, et c	e.g. 100, 1000, 1500, etc			
Employees	Name, phone number, Account Number, etc	HR Management	100	□ Authorization from the supervisory authority □ Consent of the data subject □ Necessity: □ Performance of contract between the		
Students	Name, parent names, parent phone number, etc	Ernollment	1000	data subject and the data controller Performance of contract between data controller and third party in the interest of the data subject Public interest grounds Establishment, exercise or defence of a legal claim Vital interests		
				□Compelling legitimate interests pursued by the data controller or by the data processor □ Performance of international instruments ratified by Rwanda (Specify the instruments):		

SECTION 3 – DETAILS OF SENSITIVE PERSONAL DATA BE TRANSFERRED OUTSIDE RWANDA						
☐ Applicable ☐ Not Applicable (Tick as appropriate) If applicable, please fill in the below details otherwise proceed to section 4.						
TYPE(S) OF SENSITIVE PERSONAL DATA	PURPOSE(S) FOR PROCESSING SENSITIVE PERSONAL DATA	GROUND FOR TRANSFERRING				
Please tick the appropriate types of sensitive personal data you transfer	Specify the purposes for each ticked type(s) of sensitive personal data	Tick appropriate ground(s) which the transfer will base on				
☐ Person's race		☐ Consent of data subject				
□Social origin		Obligations of the data controller/ data processor or exercising specific rights of the				
☐ Genetic or biometric information		data subject ☐ Vital interests of the data subject or other				
☐ Political opinion		person ☐ Preventive or occupational medicine, public health				
☐ Health status						
☐ Criminal records		☐ Archiving, scientific and historical research or statistical purposes				
☐ Religious or philosophical beliefs						
☐ Sexual life or family details						
☐ Medical records						

SECTION 4– DETAILS OF RECIPIENT(S) (Please add columns to this section if personal data will be transferred to more than 2 recipients)				
Recipient Name(s) to whom you transfer personal data Who will you transfer personal data to?	Recipient Name 1	Recipient Name 2		
Destination country(ies) What are the names of countrie(s) the personal data will be transferred to?				
Type of Recipient What is the type of your recipient(s)?	□ Public □ Private □ NGO □ Development Partner □ Others:	□ Public □ Private □ NGO □ Development Partner □ Others:		
Processing operations What will the RECIPIENTS be doing with the transferred personal data?				
Frequency of transfers How often will these transfers occur?	☐ One time ☐ Recurring ☐ Quarterly ☐ Daily ☐ Others: Please Specify	☐ One time ☐ Recurring ☐ Quarterly ☐ Daily ☐ Others: Please Specify		
Duration of transfer to Recipient(s) How long can the recepients receive or access the transferred personal data?				
Involvement of third party(ies) If applicable, list all approved third parties who will be involved in processing of personal data to be transferred. If not applicable, mention N/A	Name of third parties	Name of third parties		
Applicable Personal Data Protection and Privacy Laws What are the data protection laws of country (ies) the personal data will be transferred to?				

SECTION 5 – DETAILS OF PROTECTION FOR PERSONAL DATA TO BE TRANSFERRED			
Format of the personal data What is the format of personal data to be transferred? E.g. Plain text, Encrypted, etc			
Means of transfer/access How are you sending/transferring personal data to your recipients?	☐ Credentials ☐ Remote access ☐ Secure File Transfer Protocal (SFTP) ☐ Web-based collaborative platforms ☐ Others: Please specify	☐ Paper ☐ Email ☐ Integration	
Safeguards, security measures and mechanisms implemented to protect personal data by Data controller or Data processor What are technical and organizational measures you put in place to protect personal data before being transferred?			
Safeguards, security measures and mechanisms implemented to protect personal data by recipient(s) What are technical and organizational measures do the RECIPIENTS have in place to protect personal data once it has been received?			
\Box I certify that the above information is correct and complete and hereby appl 058/2021 of 13/10/2021 relating to the protection of personal data and privacy.	y to be authorized to transfer personal dat	ta outside Rwanda under Law Nº	
Name: I	Date:		
Position: S	Signature:		

SUPPORTING DOCUMENTS

- 1. Application letter addressed to the Chief Executive Officer of NCSA
- 2. Contracts for transfer of personal data with recipient(s)
- 3. Data Protection Impact Assessment (DPIA) for transferring personal outside Rwanda
- 4. Data Flow Diagram (DFD)
- 5. Any other supporting documents

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

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