

APPENDIX 1

Data Subject Access Right Form

Note: By completing this form, you consent that GRDS 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__	
Details of the Person Requesting Information	
Full Name:	
Date of Birth:	Telephone No:
Contact Address:	
Details of Proxy (If Applicable)	
Surname/ Family Name:	
First Name(s)/Forenames:	Telephone No:
Date of Birth:	Email Address:
Contact Address:	
Relationship to the data subject:	
<i>A Proxy 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)</i>	
<u>Any other Information that may help us</u>	
Please tick the appropriate box and read the instructions which follow it:	
Right of Access []	Right to Erasure []
Right to Object []	Right to Portability []
Right to Rectification []	Right to Restriction of Process []

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
- GRDS Head Office

I confirm that I have read and understood the Greenwich Registrars & Data Solutions Limited's 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 Officer
Greenwich Registrars & Data Solutions Limited
274 Murtala Muhammed Way
Yaba Lagos, Nigeria

All email Requests should be sent to dataprotectionofficer@gtlregistrars.com