

Annex 20: Data Subject Request Form

Data Subject Request Form	
Name of the Data Subject:	
Email address (if applicable)	
Mobile number	
National ID Number	
Country of origin	
Relationship with ChildFund (select one option)	Enrolled child/family [] Employees [] Volunteers [] Intern [] Parent/guardian [] Guest/Visitor [] Vendors/Suppliers [] Consultant []
Are you the data subject?	Yes, I am the Data Subject mentioned in the above section [] No, I am acting on behalf of the Data Subject mentioned in the above section (e.g. Legal representative, Regulatory body, Staff, etc.) []
If no,	
Name	
Mobile number	
Your relationship to the Data subject	To add choice/options
Type of Request	
☐ Consent withdrawal ☐ Access request ☐ Rectification of personal data	

- | |
|---|
| ☐ Erasure of personal data
☐ Restriction of processing of personal data
☐ Personal data portability request
☐ Objection to the processing of personal data
☐ Request regarding automated decision-making and profiling |
|---|

Please describe your request <i>(When formulating your request, please be as precise as possible as to which Personal Data and Period your request pertains to):</i>	
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REQUEST SUBMITTED BY THE DATA SUBJECT/AUTHORIZED REPRESENTATIVE

By signing this form, I confirm that the information provided above is correct.

Name: _____ --

Signature: _____

Date: _____

Please submit this Form to dpo_kenya@childfund.org

ADDITIONAL INFORMATION

1. Any natural person ("Data Subject") of which ChildFund Kenya processes Personal Data has the following rights:

- a) The right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal. In cases involving a child, the withdrawal should be authorized by the child's responsible person.
- b) The right to be informed about the collection and use of the data. This is applicable for cases when data are collected directly from the data subject or obtained from another source.
- c) The right to require erasure or correction of your personal data if inaccurate or incomplete. In addition, it will be erased if there has been unlawful processing of personal data and compliance reasons are involved.

- d) The right to restrict processing of data if you question the accuracy of the data until the accuracy of the data is verified, if the processing is unlawful and if a decision on an objection to processing is pending.
 - e) The right to object to the processing of data if performing a specific task which is performed in public interest and for purposes of the legitimate interests of the controller.
 - f) The right to require human intervention and not be subject to decisions based only on automated decision-making, specifically, when the decision has a major impact on the data subject.
2. Upon receipt of your request, we shall enter your request in a register and verify your identity to confirm legitimacy.
3. A response will be provided within fourteen (14) days of receipt of the request, or, if later, within Seven (7) days of receipt of any additional information requested to clarify the request and/or confirm your identity. The response time may be extended by up to Fourteen (14) days if the request is complex (e.g., involving multiple systems or extensive data review) or if multiple requests are made. You will be informed within Seven (7) days if the time limit is extended and provided with the reasons for the extension.
4. If you are not satisfied with our response, you may contact the designated Data Protection Officer at ChildFund Kenya for further clarification or escalate the matter to the Office of the Data Protection Commissioner (ODPC).
5. ChildFund Kenya may refuse unfounded requests, manifestly excessive requests, or confidential requests in accordance with the Data Protection Policy, stating the reasons for refusal.