

Data Subject Rights Request Form

Use this form to request access, rectification, erasure, portability, restriction, objection, withdrawal of consent, or other help with your personal data. This consolidated form is intended to capture the information required for data subject requests. You may submit the relevant ODPC-prescribed DPG form instead, where applicable.

How to submit this form

Email	info@adeptsystems.co.ke
Postal address	PO Box 6416 - 00100, Nairobi Kenya
Physical delivery	3rd Floor Western Heights, Karuna Road, Westlands
Help with completing the form	+254 20 3744430 / +254 723 028383

Important information before you begin

- Only complete the sections that apply to your request. You may attach additional pages or documents if the space provided is not enough.
- We will verify your identity before acting on a request. We will only request identity documents where necessary and proportionate.
- If you act on behalf of a data subject, attach authority to act, such as written authorisation, proof of guardianship, parental authority, power of attorney, or other legal authority.
- Submitting this form does not guarantee that a request will be granted. A request may be limited or declined where the law permits, for example where retention is required by law, where disclosure would affect the rights of others, or where the request is manifestly unfounded or excessive.

Target response timelines

Request type	Target response/action period
Restriction or objection	Within 14 days
Access	Within 7 days
Rectification	Within 14 days where rectification is necessary
Portability	Within 30 days
Erasure	Response within 14 days

Privacy notice for this request

We collect the information in this form to verify identity, confirm authority to act, locate relevant personal data, assess and respond to the request, communicate with you, keep a record of compliance, and meet legal obligations. Access is limited to personnel and service providers who need it to handle the request. We retain request records only as needed for compliance, dispute resolution, and legal obligations, then securely delete or archive them according to our retention schedule.

A. Data subject details

Full name	
Preferred name, if different	
Email address	
Mobile/telephone number	
Postal address	
Preferred contact method	☐ Email ☐ Phone ☐ Postal mail Other: _____

Identity verification: Please do not attach identity documents unless requested, or unless you are submitting the form through a channel that requires them. Where needed, we may ask for an ID/passport copy, a masked copy, or other reasonable evidence that confirms your identity without collecting unnecessary information.

B. Person making the request, if different from the data subject

Full name of requester	
Organisation, if applicable	
Email address	
Mobile/telephone number	
Postal address	
Capacity/relationship to data subject	☐ Parent/guardian ☐ Attorney/authorised agent Other: _____
Authority attached	☐ Written authorisation ☐ Power of attorney ☐ Proof of parental authority/guardianship ☐ Court order Other: _____

C. Request summary

Select all that apply:

Restrict processing of my personal data

- ☐ Object to processing of my personal data
- ☐ Access my personal data and related information
- ☐ Rectify/correct inaccurate or incomplete personal data
- ☐ Receive or transfer a portable copy of my personal data
- ☐ Erase/delete my personal data
- ☐ Withdraw consent for a specific processing activity
- ☐ Complain or ask a question about personal data processing

Other: _____

Date range or period covered	
Brief Description of the request	
Business area, system, service, recruitment process, contract, or interaction involved	
Any names, email addresses, phone numbers, client references, or other identifiers that may help locate the data	
Preferred response format	☐ Email ☐ Hard copy Other: _____

D. Request for restriction or objection (DPG 1)

Complete this section if you want Adept Systems to restrict further processing of your personal data, or if you object to processing for a specified purpose or in a specified manner.

D1. Restriction request

- ☐ I contest the accuracy of the personal data and request restriction while it is verified.
- ☐ The personal data has been unlawfully processed, and I request restriction instead of erasure.
- ☐ Adept Systems no longer needs the personal data, but I need it retained to establish, exercise, or defend a legal claim.
- ☐ I have objected to the processing and request restriction while Adept Systems considers whether there are overriding legitimate grounds.

Other reason: _____

Personal data or processing activity to be restricted	
Reason and supporting details	
Supporting documents attached	☐ Yes ☐ No ☐
Details: _____	

D2. Objection request

- ☐ I object to processing for a specified purpose or in a specified manner.
- ☐ I object to automated decision-making or profiling that significantly affects me.

Other objection: _____

Processing activity, purpose, or channel objected to	
Reasons for objection	
Requested outcome	☐ Stop processing ☐ Stop direct marketing ☐ Stop profiling Other: _____

E. Request for access to personal data (DPG 2)

Complete this section if you want confirmation whether your personal data is being processed, a copy of the personal data, or information about how it is processed.

- ☐ Confirm whether my personal data is being processed.
- ☐ Provide a copy of my personal data.
- ☐ Provide the purposes of processing.
- ☐ Provide the categories of personal data concerned.
- ☐ Provide recipients or categories of recipients to whom the personal data has been or will be disclosed, including recipients in other countries or territories.
- ☐ Provide the envisaged retention period or criteria used to determine retention.
- ☐ Provide available information about the source of collection, where the personal data was not collected from me.
- ☐ Provide information about automated decision-making or profiling, if applicable.

Records, systems, or information requested	
Subject or contents of the record, if known	
Approximate date or date range	
Preferred access method	☐ Electronic copy by email ☐ Receive hard copy ☐ Collect copy ☐ Postal mail Other: _____
Accessibility or format needs	☐ Large print ☐ Machine-readable file ☐ Audio/transcript where applicable Other: _____

Security note: We may use a secure portal, password protection, or other safeguards before disclosing personal data. We may ask you to narrow a broad request to help locate the relevant personal data promptly.

F. Request for rectification (DPG 3)

Complete this section if you believe personal data held by Adept Systems is inaccurate, outdated, incomplete, or misleading.

No.	Information to be corrected	Proposed correction	Reason/evidence
1			
2			
3			
4			
5			
6			

G. Request for data portability (DPG 4)

Complete this section if you want to receive or transfer a portable copy of personal data that you provided to Adept Systems, where portability applies.

Personal data requested for portability	
Preferred format	CSV/ XLSX/JSON/PDF: _____ Other machine-readable format: _____
Delivery option	☐ Send to me ☐ Transfer to another controller/recipient where technically feasible
Recipient name, if transfer requested	
Recipient email/secure transfer details	
Additional instructions	

We may decline or limit portability where the request is not technically feasible, adversely affects the rights and freedoms of others, or falls outside the scope of the right.

H. Request for erasure of personal data (DPG 5)

Complete this section if you want personal data erased or deleted. Erasure may not be possible where continued retention is legally required or otherwise permitted.

- ☐ The personal data is no longer necessary for the purposes for which it was collected or processed.
- ☐ I withdraw consent and there is no other lawful basis for the processing.
- ☐ I object to the processing and there are no overriding legitimate grounds for the processing.
- ☐ The personal data has been unlawfully processed.
- ☐ Erasure is required to comply with a legal obligation.
- ☐ The data subject is a child, represents a child, or was a child at the time of processing.

Other reason: _____

Personal data to be erased	
Systems, records, dates, or interactions that may help identify the data	
Supporting documents attached	☐ Yes ☐ No Details: _____
Do you request notification to third parties to whom the data was disclosed?	☐ Yes ☐ No ☐ Not sure

I. Withdrawal of consent or other request

Complete this section if your request is not covered elsewhere, or if you want to withdraw consent for a specific processing activity. Withdrawal of consent does not affect processing already carried out before withdrawal.

Consent or processing activity concerned	
Request details	
Requested outcome	

J. Declaration and signature

Knowingly providing false or misleading information may delay the request and may have legal consequences. We may request further information where necessary to verify identity, confirm authority, or locate the relevant personal data.

- ☐ I confirm that the information provided in this form is true and accurate to the best of my knowledge.
- ☐ I understand that Adept Systems may contact me for clarification, identity verification, or further information needed to process this request.
- ☐ If acting on behalf of a data subject, I confirm that I am authorised to do so and have attached evidence of that authority.

Data subject signature	
Date	
Representative signature, if applicable	
Date	

K. Checklist before submission

- ☐ I have completed the sections relevant to my request.
- ☐ I have provided enough details to help locate the relevant personal data.
- ☐ I have attached authority to act, if I am making the request on behalf of another person.
- ☐ I have attached supporting documents, where relevant.
- ☐ I have not included unnecessary sensitive documents or information.