

# DATA RIGHTS ACCESS FORM

The Nigerian Data Protection Act provides you with a variety of rights such as the right to access, transfer, erase, rectify, restrict and object to the processing of your data. Please complete this form to exercise any of the above rights. You can submit this form at any branch of Lotus Capital Limited or via email to [dpo@lotuscapitallimited.com](mailto:dpo@lotuscapitallimited.com). We will respond via email to your request within 15 business days.

**In Person**

**Proxy** (a copy of power of attorney must be enclosed)

## Subject's Data

**Name\*:**

**Date of Birth\*:**

**Telephone\*:**

**Email\*:**

### REQUEST SCOPE (Kindly tick the scope of your request)

- a. **Right to Rectification: My data is incorrect and it needs to be corrected**
- b. **Right to confirmation: I require information about how my data is being processed**
- c. **Right to Data Portability: I request a copy of my data to be transferred to another entity.**
- d. **Right of Access: I request a copy of my data that is being processed**
- e. **Right of Erasure (Right to be Forgotten): I request that my data be deleted (where applicable)**
- f. **Others (please specify):**

### Description of the request\*

(Please provide details of the request. Kindly enclose any relevant supporting documents)

**Date\*:**

**Signature\*:**