



# Application Form

## Registration as Data Controller

Section 1 – Basic Details	
DATA CONTROLLER	DATA PROTECTION OFFICER
Institution Name:	Name :
Address :	Address :
Phone Number :	Phone Number :
Email Address :	Email Address :
Website :	

Section 2 – Personal Data			
DESCRIPTION OF PERSONAL DATA	CATEGORY OF DATA SUBJECTS	PURPOSE OF PROCESSING	RECIPIENT(S) TO WHOM PERSONAL DATA IS (ARE) DISCLOSED
(E.g. name, address, National Identity Card Number, etc.)	(E.g. employee, client, supplier, shareholder, etc.)	(E.g. for payroll, invoicing, Know Your Customer (KYC), registration, etc.)	(E.g. RRA, RSSB, etc.)

**Section 3 – Special Categories of Personal Data**     **Applicable**     **Not Applicable**  
 (Tick as appropriate)

**If applicable, please fill in the below details, otherwise please proceed to section 4.**

(a) please select the type(s) of special categories of personal data

<input type="checkbox"/> Person's race	<input type="checkbox"/> Political opinion	<input type="checkbox"/> Religious or philosophical beliefs
<input type="checkbox"/> Social origin	<input type="checkbox"/> Health status	<input type="checkbox"/> Sexual life or family details
<input type="checkbox"/> Genetic or biometric information	<input type="checkbox"/> Criminal records	<input type="checkbox"/> Medical records

(b) Purpose(s) for processing special categories of personal data:

**Section 4 – Transfer of data outside Rwanda**     **Applicable**     **Not Applicable**  
 (Tick as appropriate)

**If applicable, please fill in the below details, otherwise please proceed to section 5.**

(a) list the country(ies):

(b) and purpose(s) of transfer:

**Section 5 – Measures for protection of personal data**

<b>RISKS TO PERSONAL DATA</b>  (E.g. unauthorised access/disclosure, theft, etc.)	
<b>SAFEGUARDS, SECURITY MEASURES AND MECHANISMS IMPLEMENTED TO PROTECT PERSONAL DATA</b>  (E.g. Access control, visitors' logbook, privacy policy, information security policy, etc.)	

**I certify that the above information is correct and complete and hereby apply to be registered as controller under the law relating to the protection of personal data and privacy N° 058/2021 of 13/10/2021.**

**Signature:** .....

**Date:** .....

**Name:** .....

(\*Applicant / Person authorised to sign on behalf of Applicant)

## NOTES:

1. Use this form if you are a controller who is required to be registered under the law relating to the protection of personal data and privacy No 058/2021 of 13/10/2021 (hereinafter referred to as DPP). A 'controller' means a natural person, public or private corporate body, or legal entity which, alone or jointly with others, processes personal data and determines the means of their processing. The definition of "processing of personal data" is defined under Chapter I (Art. 3) of the DPP.
2. Failure to register and renew registration is an offence under the DPP.
3. It is also an offence to knowingly (a) keep personal data not specified in your application, (b) keep or use personal data for any purpose, or disclose personal data to any person or body, not described in your application, or (c) transfer personal data to a country or territory not described in your application.
4. Under Chapter V (Art. 33) of the DPP, the holder of a registration certificate may apply for the renewal of the certificate not later than 45 days before the date of its expiry.
5. Under Chapter V (Art. 36) of the DPP, there will be a register of data controllers and data processors which will be kept and managed by the supervisory authority (hereinafter referred to as NCSA), which also determines its form and the manner in which it is used. The NCSA may, at any time, at the request of a controller or processor, in respect of which there is an entry in the register and which has ceased to exist, remove its details from the register.
6. Under Chapter V (Art. 35) of the DPP, the NCSA may cancel a registration certificate or vary its terms and conditions where –
  - (1) Any information submitted by the applicant is false or misleading;
  - (2) The holder of the registration certificate fails to comply with requirements of law or terms and conditions specified in the certificate.
7. The NCSA will, before cancelling of a registration certificate, require, by notice in writing or electronically, the holder of the certificate to show cause, within 15 working days of the notice.
8. Under Chapter VIII (Art. 61) of the DPP, any controller or processor who knowingly provides any information which is false or misleading in a material particular during registration will commit an offence and will, on conviction, be liable to an imprisonment of not less than one (1) year but not more than three (3) years and a fine of not less than three million Rwandan francs (RWF 3,000,000) but not more than five million Rwandan francs (RWF 5,000,000) or one of these penalties.

In event of a corporate body or a legal entity, upon conviction, it is liable to a fine of Rwandan francs amounting to five percent (5%) of its annual turnover of the previous financial year.

9. Where there is a change in any of the particulars in your application, you must, within 15 working days of the date of the change, notify the NCSA in writing or electronically of the nature and date of the change. A controller or processor who fails to notify the NCSA will commit a misconduct and will, on conviction, be liable to an administrative fine of not less than two million Rwandan francs (RWF 2,000,000) but not more than five million Rwandan francs (RWF 5,000,000) or one percent (1%) of the global turnover of the preceding financial year.

In the event of a corporate body or a legal entity, it is liable to one percent (1%) of the global turnover of the preceding financial year.

10. The NCSA may put in place a regulation determining other administrative misconducts and sanctions that are not provided for in DPP law.