 NBFIRA Non-Bank Financial Institutions Regulatory Authority	DATA SUBJECTS RIGHTS FORM		
	UNIQUE IDENTIFICATION NUMBER NBFIRA/EM/DP/PLO01-F02	ISSUE NO 01	EFFECTIVE DATE 01-06-2025

DATA SUBJECT REQUEST IN RELATION TO RIGHTS OF DATA SUBJECTS IN TERMS OF THE DATA PROTECTION ACT NO. 18 OF 2024

Notes:

All personal information collected in this form is for the purpose of assessing and giving effect to your requests. For more information on our processing activities please visit our Privacy Statement on www.nbfira.org.bw

Affidavits or other documentary evidence as applicable in support of your requests may be attached. If the space provided for in this form is not adequate, information may be submitted as an Annexure to this form, signed in each page.

Completed requests with supporting documentation must be submitted to info@nbfira.org.bw


Mark the appropriate request box with "x" or "✓" and only complete the relevant sections.

	Objection of the Processing of your Personal Information	Complete A, B, C, F, G
	Correct or delete Personal Information about the data subject in the possession or under the control of NBFIRA that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully	Complete A, B, D, F, G
	Destroy or delete a record of Personal Information about the data subject that NBFIRA is no longer authorized to retain	Complete A, B, E, F, G

A. DETAILS OF THE DATA SUBJECT (to whom the request relates)

Proof of Identification must be attached, e.g. certified copy (not older than 3 months) of ID, Passport

Full Names / Registered Name (Companies etc)	
ID / Passport number or Registration Number	
Residential Address, postal address, or business address	
Contact number	
Email address	

 NBFIRA <small>Non-Bank Financial Institutions Regulatory Authority</small>	DATA SUBJECTS RIGHTS FORM		
	UNIQUE IDENTIFICATION NUMBER NBFIRA/EM/DP/PLO01-F02	ISSUE NO 01	EFFECTIVE DATE 01-06-2025

B. PARTICULARS OF PERSON MAKING REQUEST ON BEHALF OF THE DATA SUBJECT

This section must be completed if the request is made on behalf of a data subject or registered entity. Proof of capacity must be attached, e.g. power of attorney, affidavit or resolution

Full Names / Registered Name (Companies etc)	
ID / Passport number or Registration Number	
Capacity in which the request is made	
Contact number	
Email address	


C. REASONS FOR OBJECTING TO THE PROCESSING OF YOUR PERSONAL INFORMATION

Provide detailed reasons for objecting to the processing of your personal information	
If known, please provide details of the record to which the objection relates	

D. DPERSONAL RECORDS TO BE CORRECTED OR DELETED

This section must be completed if the request is for correction or deletion of personal information about the data subject in the possession of under the control of NBFIRA, and the information is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully

Provide detailed reasons for the correction or deletion	
If known, please provide details of the record to which the objection relates	

 NBFIRA <small>Non-Bank Financial Institutions Regulatory Authority</small>	DATA SUBJECTS RIGHTS FORM		
	UNIQUE IDENTIFICATION NUMBER NBFIRA/EM/DP/PLO01-F02	ISSUE NO 01	EFFECTIVE DATE 01-06-2025

E. PERSONAL INFORMATION TO BE DELETED OR DESTROYED

This section must be completed if the request is for the destruction of a record of personal information about the data subject that NBFIRA is no longer authorized to retain.

Provide detailed reasons for the destruction or deletion

If known, please provide details of the record to which the destruction or deletion relates

F. MEANS OF CONTACT

Please complete this section to inform us on how you would like to be contacted by marking the appropriate box with "x" or "✓" and providing the relevant contact details.

We will use your preferred contact to notify you if your request has been granted or denied and the reasons for such denial where applicable.

Tel No		Email		Physical Address	
Relevant contact details					

G. SIGNATURE

Signed at this Day of 20....

SIGNATURE OF DATA SUBJECT / DESIGNATED PERSON