



DATA ACCESS REQUEST FORM

This Data Subject Request Form should be used to submit a request to access, correct, or delete information about individuals (“Personal Data”) in accordance with the HELB Data Protection Policy.

A. DETAILS OF THE DATA SUBJECT

Full Name:	
Identification Number / KUCCPS ID Number:	
Phone Number:	
Email Address:	
Nature of relationship or affiliation with HELB: <i>(e.g. Student, Loanee, Parents, Guardians, Sponsors, Guarantors, Suppliers, Third parties, Visitor etc.)</i>	
Full Name of Authorized Representative - if applicable <i>(If making a request on behalf of a minor or a person who has no capacity)</i>	
Relationship with the Data Subject	
Phone Number:	
Email Address:	



B. Type of Request

Please select the type of request you are making:

- 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

C. Please describe your request (*When formulating your request, please be as precise as possible as to which Personal Data and Period your request pertains to*):

D. Please specify the reason for your request:

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@helb.co.ke



ADDITIONAL INFORMATION

1. Upon contacting us:
 - a) We shall verify your identity; (*Documentary evidence in support of this request may be required*).
 - b) We shall assess the request to confirm its legitimacy; and
 - c) Formulate an adequate response to you.
2. A response will be provided within seven (7) 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, this shall however be communicated with the reasons for the extension.
3. For more information on HELB Data Privacy Statement, see <https://www.helb.co.ke/privacy-statement/>

LIMITATION TO YOUR RIGHTS

The above rights are applicable so long as they do not negatively affect the lawful basis for which the data was processed.