

DATA SUBJECT DISCLOSURE FORM

Use this address when sending by post:
 Data Protection Officer

Organization Name	Capital Express Global Trustees Limited
	Plot 1626C-E, Idejo Street, Off Adeola Odeku Street, Victoria Island, Lagos.
	dpo@capitalexpresssecurities.com

This Data Subject Disclosure Form is addressed to the person identified below as a result of completing the Data Subject Access Request Form registered with our organization under the number [number of Data subject access request form].

Data Subject's Full Name	Data Subject's Date of Birth
Data Subject's Current Address	
Purpose of processing	
Recipients, or categories of recipients	
Retention period	
Source of the data (if not collected from the data subject)	

Comment [MT1]: Mail can be sent on any of the below offices

Comment [MT2]: If data was sent to other organizations, provide their names. If you do not know the exact names of these organizations, then write, for example, "market research organizations".

Any regulated automated decisions taken	
Response to Data Subject Access Request	
Reasons for not disclosing information to the Data subject	
The information relates to an individual or individuals other than the data subject.	<input type="checkbox"/>
A similar or identical request in relation to the same data subject was previously complied with within a reasonable time period. Since there is no significant change in personal data held in relation to that data subject, any further request made within a six month period of the original request is considered to be a repeat request. Capital Express Global Trustees Limited does not normally provide further copies of the same data, nor is required to provide copies of documents which are already in the public domain.	<input type="checkbox"/>
Personal data are held in relation to a data subject that is in the form of an opinion given in confidence or protected by copyright law.	<input type="checkbox"/>
The information is considered privileged or confidential (e.g. a direct communication between a client and his/her lawyer).	<input type="checkbox"/>
The information is kept only for the purpose of statistics or research, and the results of the statistical work or research are not made available in a form that identifies any of the individuals involved.	<input type="checkbox"/>
The purposes related to the individual's rights under data protection legislation: requests made for other, non-data protection purposes can be rejected.	<input type="checkbox"/>
As a Data subject, you have the following rights:	
<ul style="list-style-type: none"> • Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete. • Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records. • Right to restriction of processing – where certain conditions apply, to have a right to restrict the processing. 	

- Right to object to processing – you have the right to object to certain types of processing such as direct marketing.
- Right to lodge a complaint – if you are not satisfied with how your personal data is being processed by Capital Express Global Trustees Limited (or third parties), or how your complaint has been handled, you may lodge a complaint directly with the supervisory authority (National Information Technology Development Agency) and Capital Express Global Asset Management Limited data protection officer

The name of the person providing the information:

Date:

Signature: