



This document outlines MRS Oil Nigeria Plc.'s procedure for handling Data Subject's Access Request

Subject Access Request (SAR) Procedure

Review Frequency

This document is reviewed biennially.

Document Ref.: MRS DRP

Version Number: V. No. 1

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Designation: I.T Manager

Document Owner:

Designation: Data Protection Officer

Data Subject Access Requests (SAR) Procedure

A Subject Access Request (SAR) gives an individual the right to ascertain the type of their personal data an organization holds, why it is held, and with whom it is shared.

1. Definitions

Data Subject	Individual who the Company holds Personal Data about.
Personal Data	Information which directly relates to a Data Subject and which is identifiable to them.
Company	MRS Oil Nigeria Plc.
Corresponding Information	Information relating to the processing of Personal Data, which is usually contained within the Company's Privacy Notices.
Data Protection Officer	DPO. The employee
Privacy Notices	These are notices given to Data Subjects when they provide their Personal Data to the Company, which informs Data Subjects about how the data will be used, whom it will be shared with, how long it will be held for, etc.
Regulatory Authority	National Information Technology Development Agency

2. Right to Access

Data Subjects have a Right of Access, which permits them to make requests to organizations that hold Personal Data about them.

This right allows Data Subjects to request from an organization out what information which belongs to them that the organization has, whether this information is being processed and to make a request to access such information.

A request gives Data Subjects the right to obtain confirmation that their Personal Data is being processed, access to their Personal Data and corresponding information.

Right to Access permits Data Subjects to verify the lawfulness or legality in terms of the processing of their Personal Data and a copy of that Personal Data.

3. Data Subject Access Request (SAR) Procedure

The Company's approved procedure for the submission of request by Data Subjects on their personal data held by the Company are as follows:

- a) The request must be in writing and addressed to the Data Protection Officer (DPO);
- b) The request should include documents confirming the identity of the Data Subject such as a driving license, copy of the Data Subject's international passport data page, or birth certificate.
- c) A copy of the original document is accepted. If sufficient ID is not submitted with the original request, the Company's Legal Team will request for the identification, and no documentation will be released until identification is confirmed; and
- d) The request should provide detail about the information the Data Subject requires, such as where the information is transferred to and whom the information is shared with. These details provides a procedure for prompt and easy location and retrieval of the information requested.

4. Dealing with Requests

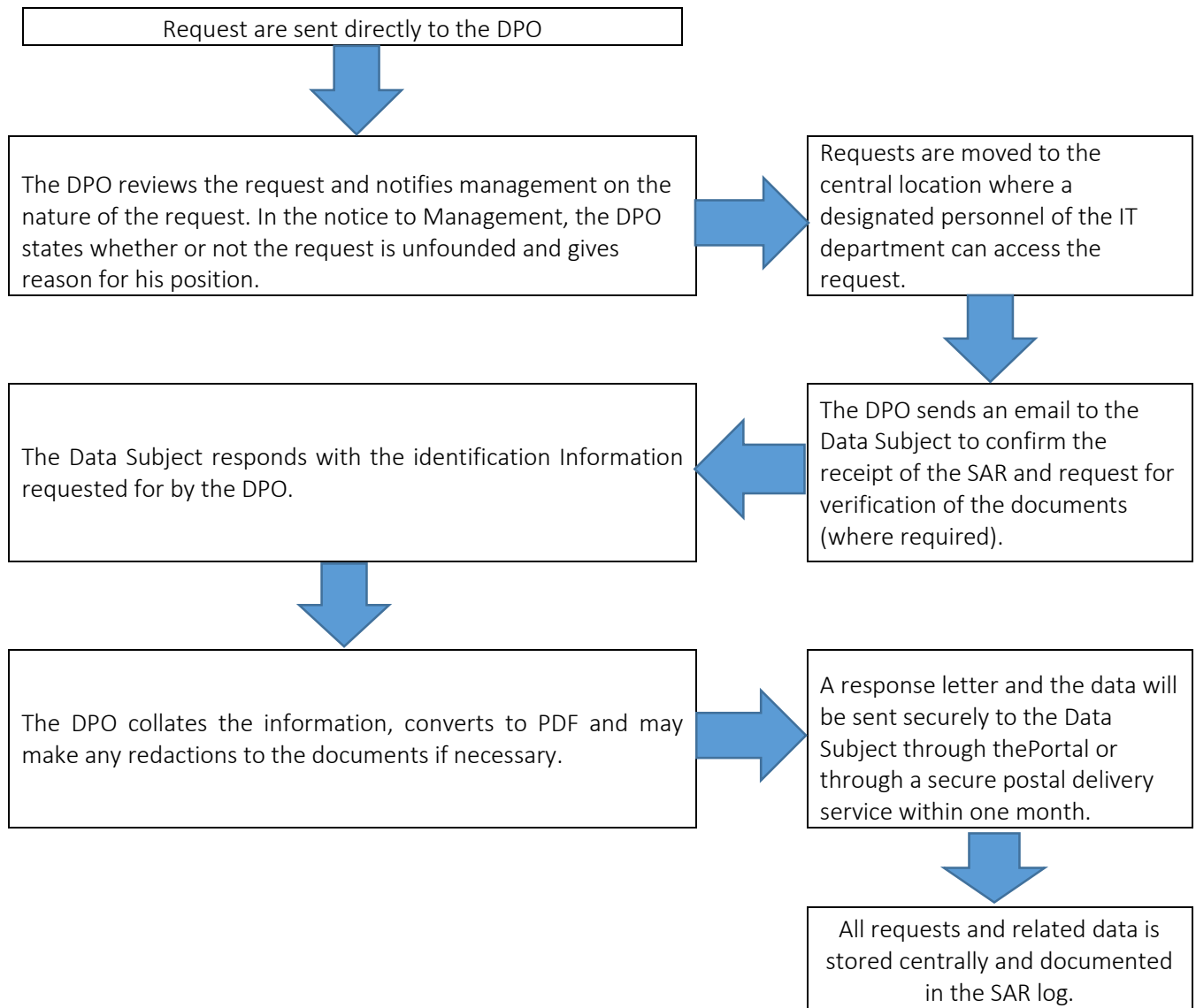
Once the request is made by a Data Subject, the DPO would respond within one month of receipt of the request. Where the request is complex or numerous, the DPO shall state in his response email the appropriate time the Data Subject should expect a response.

The Company would provide in its response a copy of the information requested for by the Data Subject, which shall be at no cost to the Data Subject.

Where a request is manifestly unfounded or excessive, particularly because it is repetitive, the Company may at its sole discretion either oblige the Data Subject the information requested for or request that the Data Subject states precisely what information he/she requires. The procedure for refusing a request should be strictly adhered to.

5. Refusing a Request

The procedure for refusing a request is as follows:



Approved by the Board of Directors
On May 27, 2020



Subject Access Request Form

All Data Subjects requesting for information on their personal data held by the Company are required to fill the form below. This is required to enable the Company provide the information requested for in line with the provisions of the Nigeria Data Protection Regulation (NDPR), 2019.

First Name:	
Surname:	
Date of Birth:	
Full Address:	
Postcode:	
Contact: (email/phone number)	
Student ID / NI Number:	
Any other additional info:	

The Data Subject is required to provide the Company with information on the reason for request of the information in the box provided below.

Please provide the Company with the following additional Identification for the verification of your identity:

- Photographic ID;
- a copy of your international passport data page; or
- a copy of your driving license.

Please be informed that the Company would respond to your request within one month of receipt. If for any reason this takes longer, a representative of the Company would contact you to notify you of an expected date of receipt.