

LOYAR TECHNOLOGY AND GOVERNMENT SERVICES PLC

PERSONAL OR BUSINESS DATA CONSENT ANNEXURE FORM

TERMS AND CONDITIONS FOR DATA CONSENT

PROVIDING DATA

By consenting to provide personal or business data to LTGS Rwanda Plc, the data subject acknowledges that the data will be collected and processed in compliance with Rwanda's Personal Data Protection and Privacy Law. LTGS Rwanda Plc ensures that all data collection practices adhere to the principles of lawfulness, fairness, and transparency. The data subject must provide accurate and up-to-date information, and any misrepresentation may result in legal consequences.

DATA PROCESSING

LTGS Rwanda Plc processes personal and business data strictly for specified, legitimate purposes, including but not limited to service provision, compliance with legal obligations, and enhancement of user experience. The processing activities involve collection, storage, modification, retrieval, and transfer of data where necessary. Sensitive data is only processed with explicit consent unless legally mandated otherwise.

DATA BREACH

In the event of a data breach, LTGS Rwanda Plc commits to notifying the relevant supervisory authority within 48 hours and affected data subjects within 72 hours as required by law. Measures will be taken to mitigate the impact and prevent future occurrences. Data subjects reserve the right to seek redress in cases of unauthorized access, alteration, or disclosure of their data.

DATA RECORD IN LTGS REGISTRY

LTGS Rwanda Plc maintains a structured registry of collected data, ensuring that records are securely stored and accessible only to authorized staff. The registry includes details of data subjects, the purpose of data collection, and retention periods. Requests for data retrieval or review by subjects shall be processed within legal timeframes.

DATA PROTECTION

The company employs robust security measures to protect data against unauthorized access, alteration, and destruction. Encryption, secure servers, and compliance with industry best practices are integral to LTGS Rwanda Plc's data protection policies. Data subjects are entitled to request details on the security measures in place.

DATA PROTECTION COMPLIANCE

LTGS Rwanda Plc ensures full compliance with Rwanda's Personal Data Protection and Privacy Law. Regular audits and assessments are conducted to align operations with legal requirements. Data subjects may report non-compliance cases to the relevant regulatory authority.

DATA DELETION PROCESS

Data subjects reserve the right to request the deletion of their data when it is no longer necessary for the purpose it was collected. LTGS Rwanda Plc shall process such requests unless retention is required by law or legitimate business interests.

DATA SHARING PROCESS

Personal and business data shall not be shared with third parties without the explicit consent of the data subject, except where legally mandated. Any third-party data sharing agreements shall be conducted with entities compliant with Rwanda's data protection regulations.

DATA WITHDRAWAL PROCESS

Data subjects may withdraw consent at any time, subject to legal and contractual obligations. Withdrawal of consent does not affect prior lawful processing based on consent given before withdrawal.

DATA MODIFICATION PROCESS

Data subjects have the right to request correction or modification of inaccurate or outdated data. LTGS Rwanda Plc commits to ensuring that any rectifications are carried out promptly.

COMPLAINTS & CLAIMS

Data subjects who believe their data has been mishandled have the right to lodge complaints with LTGS Rwanda Plc or seek redress from the regulatory authority. Complaints will be investigated, and appropriate actions will be taken.

DATA PROCESSING PROPOSALS

LTGS Rwanda Plc may propose data processing activities that extend beyond the initial purpose. In such cases, additional consent shall be sought before proceeding with new processing operations.

CONSENT APPLICATION FORM

I. Data Subject Information

Full Name/Business Name: _____

National ID or Passport ID/ _____

Business Registration Number: _____


Contact Information:


 Email Address: _____


 Phone number: _____

Physical Address/Business Location

 Nationality: _____

 Province/State: _____

 District/City: _____

 Other Address: _____

II. Purpose of Data Processing

I, the undersigned, hereby consent to LTGS Rwanda Plc processing my personal/business data for the following purposes:

- ☐ Service Provision
- ☐ Compliance with Legal Obligations
- ☐ Customer Support
- ☐ Recruitment process
- ☐ Tender (Procurement)
- ☐ Public Interest
- ☐ Academic Registration
- ☐ Shareholder Registration
- ☐ Known your Customer (KYC)
- ☐ Marketing and Promotions
- ☐ Other (Specify): _____

III. Consent to Data Processing and Storage

I acknowledge and agree to the terms and conditions governing data processing, storage, and security measures implemented by LTGS Rwanda Plc. I understand that my data will be processed lawfully and fairly.

☐ I agree to data processing as per the stated terms.

IV. Data Retention and Deletion Policy

I understand that my data will be retained only as long as necessary for the stated purposes. I also acknowledge my right to request data deletion, correction, or withdrawal of consent at any time.

☐ I understand and agree to the data retention and deletion policy.

V. Confirmation & Signature

APPLICANT'S NAMES	ISSUED DATE	SIGNATURE
	____/____/____	

FOR OFFICIAL USE ONLY

RECEIVED BY	POSITION	RECEIVED DATE	SIGNATURE
		____/____/____	

Comments :

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