



FINSEIL LIMITED
REQUEST FOR ACCESS TO PERSONAL DATA

The Kenya Data Protection Act, 2019 grants you the right to request access to the personal data Finseil Limited holds about you. To help us locate your data and respond promptly, please complete this form and email a scanned copy, along with a valid copy of your National ID or Passport, to info@finseil.ltd.

1. DATA SUBJECT DETAILS.

Please provide your details so we can accurately identify your records:

Full Name: _____

ID / Passport Number: _____

Phone Number: _____

Email Address: _____

Physical Address _____

Loan / Account Reference Number (if applicable): _____

2. DETAILS OF THE REQUEST.

To help us process your request within the statutory timeframe, please provide specific details about the personal data you are seeking (e.g., loan application forms, transaction history between specific dates, communication logs).

Note: Broad requests like «give me everything you have» may take longer to process or require clarification. Alternatively, Finseil Limited retains the right to decline such a request.

3. PREFERRED FORMAT FOR RECEIVING DATA.

Please indicate how you would like us to provide your information (tick ✓ one):





[] **Option A:** Securely via email to the address provided in Section 1.

[] **Option B:** Physical copies to be collected at a Finseil Limited branch.

4. DECLARATION AND ACKNOWLEDGEMENT.

I confirm that I am the data subject named above. I understand and acknowledge that:

- Finseil Limited will strive to respond to this access request within seven (7) days of receiving a valid form and verifying my identity.

- Access to personal data is generally provided free of charge. However, in accordance with Finseil Limited's Data Privacy Policy, the company reserves the right to charge a reasonable administrative fee if the request is clearly unfounded, repetitive, or excessive.

- Finseil Limited may withhold certain information if its disclosure would adversely affect the rights and freedoms of others, or if it involves proprietary business algorithms (e.g., internal credit scoring models).

Data Subject Signature: _____

Date (DD/MM/YYYY): _____

FOR INTERNAL USE ONLY (FINSEIL LIMITED):

Date Request Received: _____

Identity Verified By (Name/Sign): _____

Action Taken/ Decision (Approved / Denied / Partial): _____

Reason if Denied / Restricted: _____

Date Completed / Customer Notified: _____

Processed By (DPO/ Manager): _____

