

FIRST SCHEDULE

FORM DPR 1

(r. 5(1(a)))

REGISTRATION FORM FOR DATA CONTROLLERS AND DATA PROCESSORS

SECTION 1 – BASIC DETAILS	
Indicate if you are registering as a	
Data Controller <input type="checkbox"/>	Data Processor <input type="checkbox"/>
Name:	
Postal Address:	
Telephone Number:	
Email Address:	
County:	
Country:	
Sector:	
Legal establishment:	
For public body: (Specify the state department or county department)	

SECTION 2 – PERSONAL DATA		
Provided the details of the various subsets of personal data being processed and the purpose of processing.		
CATEGORY OF DATA SUBJECTS (E.g. employee, client, students, supplier, shareholder, etc.)	DESCRIPTION OF PERSONAL DATA TO BE PROCESSED (E.g. name, address, Identification number etc.)	PURPOSE OF PROCESSING (E.g. for payroll, invoicing, Know Your Customer (KYC), registration, etc.)

SECTION 3 – SENSITIVE PERSONAL DATA

Applicable ()Not Applicable ()

If applicable, please fill in the below details, otherwise please proceed to section 4

Please select the type(s) of sensitive categories of personal data you process	Specify purpose(s) for processing sensitive personal data:
Racial or ethnic origin	
Political opinion or adherence	
Religious or philosophical beliefs	
Marital status and family details	
Physical or mental health or condition	
Sexual orientation, practices or preferences	
biometric data	

SECTION 4 – TRANSFER OF DATA OUTSIDE KENYA

Applicable ()

Not Applicable ()

If applicable, please fill in the below details, otherwise please proceed to section 5.

List the country/(ies):

SECTION 5 – MEASURES FOR PROTECTION OF PERSONAL DATA

No.	Identify risks to personal data (E.g. unauthorized access/disclosure, theft, etc.)	Safeguards, security measures and mechanisms implemented to protect personal data (E.g. Access control, visitors' logbook, privacy policy, information security policy, etc.)
1		
2		
3		
4		
5		

SECTION 6: NUMBER OF EMPLOYEES (INDICATE BY TICKING)

Organization with 1-9 employees	
Organization with 10-49 employees	
Organization with 50-99 employees	
Organization with more than 99 employees	

SECTION 7: PREVIOUS YEAR ANNUAL TURNOVER (INDICATE BY TICKING)

Organization has less than KES 2,000,000 annual turnover	
Organization has KES 2,000,000-5,000,000 annual turnover	
Organization has KES 5,000,000-10,000,000 annual turnover	
Organization has KES 10,000,000-50,000,000 annual turnover	
Organization with more than KES 50,000,000 annual turnover	

I certify that the particulars provided are correct and complete and hereby apply to be registered as Data Controller or a data Processor.

Signature: _____

Date: _____

Name: _____