

**DATA REQUEST TEMPLATE**

Name of data requestor:

Phone number of data requestor:

Email address of data requestor:

Postal address of data requestor:

Name of institution of data requestor:

Name of county for data requestor:

Request description (What type of data? For what group? Examples: Monthly data for all COVID 19 patients' recoveries in Nairobi, 6 year mobile subscriptions by a telecommunication company etc):

Please describe what data is needed, include all of the fields and format of data needed (names, location, age, level of skills, class levels, pdf versions, Excel versions etc.):

Purpose of the request (How will it be used? Who is the intended audience? Examples: System development, program review etc.):

Specify the Year(s)/months(s)/week (s)/Day(s) for which data is being requested:

How long will the data requested be used in days/weeks/months/years:

When do you need the data:

Where and how are you planning to keep the data (location of data and list the data safeguards)

Who will process the data (Any party involved in data processing including third party if any)

Please provide any additional information about the request:

Please include any attachments that may be helpful:

*Attach/Upload all the supporting documents*

Signature of the applicant:

Date of application:

**By submitting this request, you understand and consent to the following:\***

- All data requestors must provide true information in the data request form
- All fields in the form must be completed
- All data requestors must treat the data received as strictly confidential and proprietary to data holders/controllers and will not disclose such data to any unauthorised parties
- All data requests are subject to the applicable laws in Kenya including the Data Protection Act
- Where the user consent is required, the data requestor will be responsible to be obtain the consent
- All data requestors are required to enter into data sharing and data protection agreements with the data holders/controllers
- Data requested must not be sold or used counterrally to the original purpose of data

- On completion of the intended work or earlier termination of the data sharing agreement, the data requestor will cease to use the data
- All data requests will be forwarded to the right data holders/controllers for further processing.
- The time to receive data depends on the complexity of the request, availability of data holders and other conditions by the data holder/controller
- There is no guarantee that a request will be granted
- All data requestors are required to meet any expenditure related to data request