

# Somalia Data Protection Authority

## Compliance Toolkit Template

### SUBJECT ACCESS REQUEST (SAR) RESPONSE

**Version:** 1.0

**Date of Issue:** January 2026

**Status:** Procedural Support Tool

**Issued under:** Somalia Data Protection Act No. 005 (2023)

**Reference Number:** [Insert]

**Date of Response:** [Insert]

#### 1. Requester Details

Full Name of Data Subject: \_\_\_\_\_

Identification Reference (if applicable): \_\_\_\_\_

Contact Address / Email: \_\_\_\_\_

Identity verification may be required prior to processing the request to ensure that personal data is disclosed only to the appropriate individual.

#### 2. Acknowledgement of Request

We acknowledge receipt of your request dated [insert date] in which you requested access to your personal data in accordance with Law No. 005 (2023).

Requests shall be responded to within the statutory timeframe under the Act.

#### 3. Confirmation of Processing

After reviewing our records, we confirm that:

- We process personal data relating to you
- We do not process personal data relating to you

## 4. Categories of Personal Data Processed

The following categories of personal data relating to you are processed by our organization:

- Identification data
- Contact information
- Employment or service-related data
- Transactional or financial data
- Technical or system-related data
- Other (specify): \_\_\_\_\_

## 5. Purpose of Processing

Your personal data is processed for the following purposes:

[Provide full explanation]

## 6. Lawful Basis for Processing

The lawful basis for processing your personal data is:

[Specify lawful basis]

## 7. Data Sharing

Your personal data has been shared with the following recipients, where applicable:

[Specify recipients or state “Not shared”]

## 8. Retention Period

Your personal data is retained for the following period(s):

[Specify retention period or criteria]

## 9. Copy of Personal Data

Attached to this response is a copy of your personal data currently held by our organization, provided in a commonly used and readable format.

A copy of personal data is provided free of charge unless requests are manifestly excessive.

Where a request is manifestly excessive or repetitive, a reasonable administrative fee may be charged or the request may be refused in accordance with the Act.

## 10. Your Rights

You have the right to:

- Request correction of inaccurate data
- Request deletion of data where applicable
- Object to certain processing
- Request restriction of processing
- Lodge a complaint with the Somalia Data Protection Authority

## 11. Contact Information

If you have questions regarding this response, please contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## 12. Declaration

This response has been provided in accordance with the Somalia Data Protection Act No. 005 (2023).

Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Disclaimer

This template is provided by the Somalia Data Protection Authority for general guidance purposes. Organizations remain responsible for ensuring compliance with the Somalia Data Protection Act No. 005 (2023). Use of this template does not constitute approval or certification by the DPA.

