

ANNEX 1

APPLICATION FOR ALTERNATIVE DISPUTE RESOLUTION

Purpose:

To apply for Alternative Dispute Resolution proceedings in accordance with the procedures contemplated in the;

1. Constitution of Kenya, 2010; Article 159 (2) (c).
2. Section 9(1)(c) of the Data Protection Act, 2019.
3. Data Protection (Complaint Handling Procedure and Enforcement) Regulations, 2021.
4. Office of the Data Protection Commissioner ADR Framework.

Notes:

1. Where the space provided is insufficient, please make use of an extension page and attach it to this application form.
2. Pages attached are to be sequentially numbered and the total number thereof are to be stated in the field provided.
3. Please note that you may select more than one box.
4. The completed form and attachments are to be delivered to the Data Protection Dispute Resolution Registry at **Office of Data Protection Commissioner Headquarters** or scanned and e-mailed to ADR@ODPC.GO.KE.

A: Details of Complainant (For purposes of further correspondence)

Full Name (s)	Telephone No.	Name of Agent (if not the applicant)	Telephone No.	E-mail Address

B: Address for delivery of documents

Registered business name or name of Respondent/ Agent			
Postal address		Code	
Physical Address			
E-mail Address			
Business Telephone Number			

C: Status of dispute: (Indicate with an 'X' in the applicable block(s))

Is the dispute;	i. Lodged with ODPC		Complaint number	
	ii. In Court (High Court or Court of Appeal)		Court Reference number	

If 'Other' please specify

E: Nature of dispute: (Kindly give a brief description of the Dispute if not already lodged with ODPC)

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F: Grounds for ADR application:

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| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

G: Please attach appeal documents

(Memorandum of Appeal, Statement of Facts, Commissioner's decision appealed against and any other relevant documentation)

H: Please attach a settlement proposal (if any)

I: No. of pages attached to this form (if any)

J: Declaration:

I hereby apply that the above matter be admitted for resolution through the Alternative Dispute Resolution process and declare that;

- 1) I have fully stated the grounds upon which ADR is being applied for; and
- 2) I have provided/attached relevant documentation in support of my application.

K: Completed by:

Full Name (s)

Signature

Title

Date