

NDPC Compliance Guide

NDPC COMPLIANCE GUIDE (Simplified Reference)

1. INTRODUCTION

The Nigeria Data Protection Commission (NDPC) mandates organizations that process personal data to comply with the Nigeria Data Protection Act (NDPA), ensuring lawful, fair, and secure data processing.

2. WHO MUST COMPLY?

All Data Controllers and Data Processors operating in Nigeria or processing the data of Nigerians, including:

- Companies
- Government institutions
- NGOs
- Schools
- Fintechs, Health-tech, and SMEs

3. KEY COMPLIANCE REQUIREMENTS

A) Conduct an Annual Data Protection Compliance Audit (DPCA)

- Must be filed through a licensed DPCO.
- Required for organizations processing 2,000+ data subjects annually.

B) Maintain a Record of Processing Activities (ROPA)

- Document how personal data flows through your organization.

C) Implement Data Subject Rights Mechanisms (DSAR)

- Enable access, correction, deletion, and objection requests.

D) Conduct DPIA for High-Risk Processing

- Mandatory for sensitive or large-scale data processing.

E) Implement Technical & Organizational Measures (TOMs)

- Access controls
- Encryption
- Policies and training
- Incident/breach reporting

4. APPOINT A DATA PROTECTION OFFICER (DPO)

Required for medium and large organizations or those engaging in sensitive data processing.

5. ENGAGE A LICENSED DPCO

DPCOs facilitate:

- Compliance audits
- Audit filing
- Advisory
- DPIA reviews

6. ANNUAL CAR FILING PROCESS

Step 1: Conduct audit with a licensed DPCO

Step 2: Prepare evidence and documentation

Step 3: Complete NDPC submission templates

Step 4: Submit CAR via DPCO portal

Step 5: Receive acknowledgment from NDPC

7. PENALTIES FOR NON-COMPLIANCE

Penalties include:

- Fines
- Regulatory sanctions
- Business disruption
- Reputational damage

8. BENEFITS OF COMPLIANCE

- Builds customer trust
- Prevents regulatory fines
- Strengthens cybersecurity posture
- Enhances organizational credibility

For full compliance assistance, consultation, or onboarding to DDComply, visit:
www.d-degreedigital.com/ddcomply