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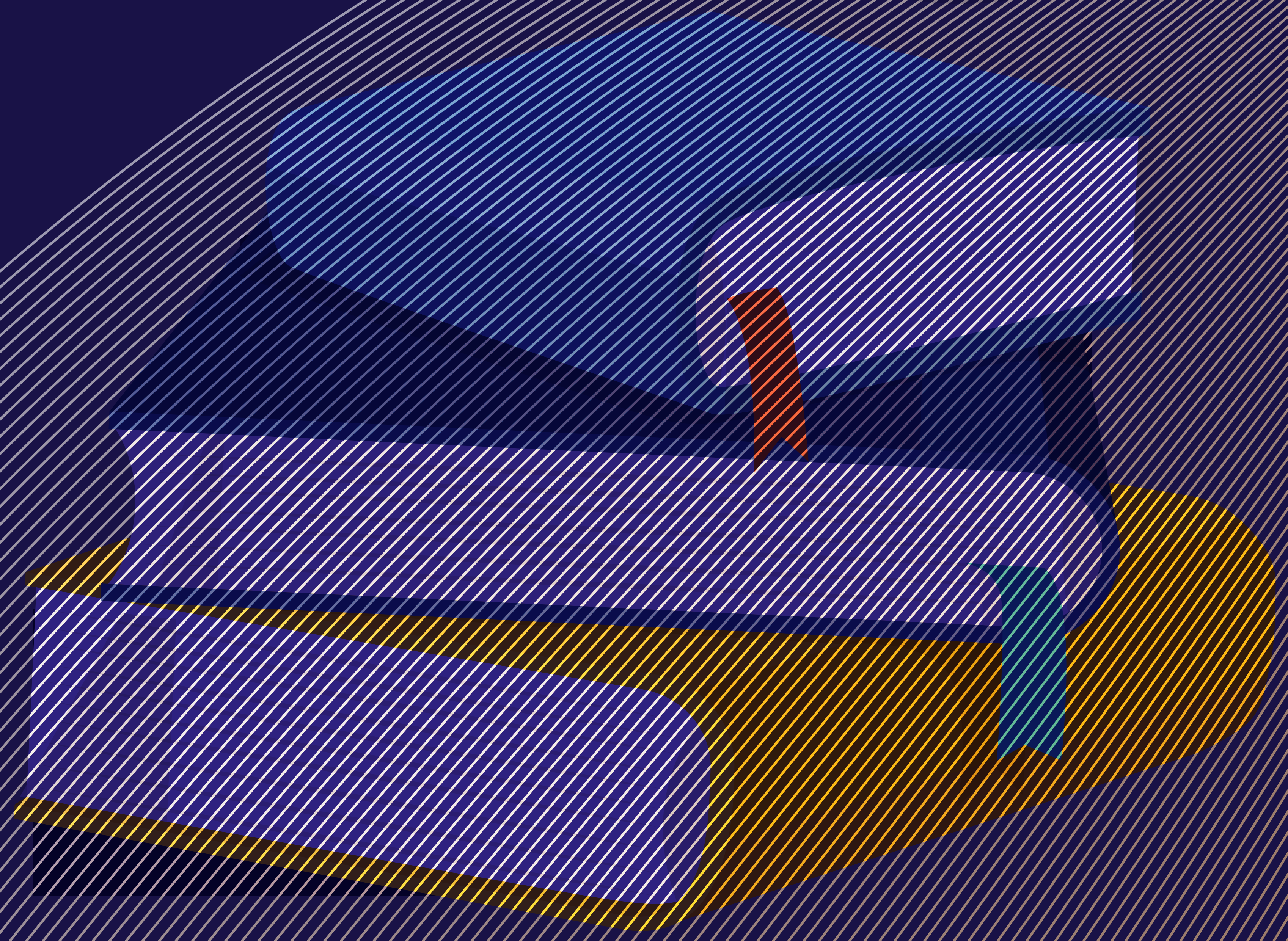
Ready to Be Compliant?

A Simple SME Guide to NDPA & GAID Compliance.



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Hey, business owner!

We know you handle a million things every day: sales, operations, development, marketing, and all the planned and unplanned activities that keep the business running. Let us take one thing off your plate: data privacy compliance.

This short guide is your one-page roadmap to understanding what your business must do to stay compliant with the **Nigeria Data Protection Act (NDPA)** and the **General Application and Implementation Directive (GAID),** without slowing your business down. No legal jargon overload, just clear actions you can take.

Registration & Fees

Annual Registration: All SMEs processing personal data must register with the Commission yearly.

Statutory Fee: N15,000, N150,000 and N375,000 for the OHL, EHL and UHL categories, respectively (**Please note:** Statutory fees are determined by the regulator and may be revised from time to time).

Audit Exemption: Small businesses don't need to file annual Compliance Audit Returns (CAR) but must renew their registration every year.

Micro-Traders: A trader with fewer than 15 employees and/or artisans that only require basic contact info? You are not obligated to register.

REGISTRATION
FORM
PERSONAL INFORMATION

Core Processing Obligations

Core Processing Obligations

a. **Lawful Basis:** You need a reason to process personal data:

i. **Consent** – They said yes.

ii. **Contract** – You need the data to deliver your service.

iii. **Legal Obligation** – The law requires it.

iv. **Vital Interest** – Needed to protect someone's life.

v. **Public Interest** – Doing it for the good of society.

vi. **Legitimate Interest** – You have a genuine business need, as long as it doesn't harm data subjects rights.

b. **Privacy Principles:** Be fair, transparent, and clear on what you're connecting or using data for, collect only what you need, keep it accurate, and don't store it longer than necessary.

c. **Privacy Notices:** Tell people who you are, why you're collecting their data, how long you'll keep it, and how they can raise complaints.

d. **Storage Limitation:** Keep data only as long as needed, usually no more than six months unless another law says otherwise.

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Respect Data Subject Rights

Ensure your customers can:

a. **Access** – See their data.

b. **Rectification** – Fix errors for free.

c. **Erasure** – Delete their data if they ask.

d. **Portability** – Transfer their data to another provider if allowed.

Digital & Ethical Standards

a. **Cookies:** Make banners obvious and allow “Accept” or “Reject” for non-essential cookies.

b. **Data Ethics:** Don’t misuse data or compromise anyone’s autonomy.

c. **Apps & Software:** Conduct a Data Privacy Impact Assessment (DPIA) before launching apps or software that track users.

Want a Compliance Sidekick?

Skip the stress; let us help you implement all this quickly and correctly.

[Click here to get started with our Compliance Form.]

http://www.mustarred.com/dcmi-compliance

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