

## CIRCULAR

Ref. No.SGF/OP//S.3/XII/186

Office of the Secretary to the Government  
of the Federation,  
The Presidency,  
Shehu Shagari Complex,  
Three Arms Zone,  
Abuja.

7<sup>th</sup> November, 2022.

Chief of Staff to the President,  
Deputy Chief of Staff to the President, Office of the Vice-President,  
Honourable Ministers/Ministers of State,  
Head of the Civil Service of the Federation,  
National Security Adviser,  
Chairman, Federal Civil Service Commission,  
Chairman, Federal Character Commission,  
Chairman, Independent National Electoral Commission,  
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,  
Chairman, National Population Commission,  
Chairman, Code of Conduct Tribunal,  
Chairman, Code of Conduct Bureau,  
Permanent Secretaries,  
Special Advisers/Senior Special Assistants,  
Service Chiefs/Inspector-General of Police,  
Governor, Central Bank of Nigeria,  
Chairman, Independent Corrupt Practices and other Related Offences Commission,  
Chairman, Economic and Financial Crimes Commission,  
Chairman, National Drug Law Enforcement Agency,  
Chairman, Federal Inland Revenue Service,  
Chairman, National Assembly Service Commission,  
Clerk of the National Assembly,  
Chief Registrar, Supreme Court of Nigeria,  
Secretary, National Judicial Council,  
Auditor-General for the Federation,

Accountant-General of the Federation,  
Heads of Extra-Ministerial Departments/Directors-General/Chief  
Executive Officers of Parastatals, Agencies and Government-Owned Companies.

**SERVICE WIDE COMPLIANCE WITH THE PROVISIONS OF THE NIGERIA DATA  
PROTECTION REGULATION (NDPR)**

In line with efforts to ensure the protection and privacy of data, subsumed under the right to privacy as enshrined by Section 37 of the 1999 Constitution of the Federal Republic of Nigeria (as amended), the Federal Government through the National Information Technology Development Agency (NITDA), issued the **Nigeria Data Protection Regulation (NDPR)** in 2019, as the legal regulatory framework on data protection and management in Nigeria.

2. In order to comply with the provisions of the **Nigeria Data Protection Regulation** and as directed by President Muhammadu Buhari, during the e-Nigeria Conference, 2019, all Ministries, Department and Agencies of Government are hereby directed to:
- a. designate appropriate officers as their Data Protection Officers (DPOs) who will on regular basis advise management on data processing activities of their organization and ensure compliance with the provisions of the NDPR and all matters relating to protection of the privacy, rights and freedom of data subjects;
  - b. the name and contact of the DPOs should be forwarded to Nigeria Data Protection Bureau (NDPB) for documentation and requisite induction training;
  - c. appoint licensed Data Protection Compliance Organizations (DPCOs) who will guide the MDAs through compliance framework and file their annual reports with the NDPB;
  - d. make appropriate budgetary provision for annual Data Protection Audit compliance process and capacity building of Data Protection Officers as well as other staff; and
  - e. on annual basis, all MDAs are to file their report of their Data Protection audit to the NDPB not later than the 30<sup>th</sup> day of March of every year.

3. The implementation of this circular takes immediate effect and the contents should be brought to the attention of all heads of Government Ministries, Departments and Agencies for strict compliance.



**Boss Mustapha, CFR**  
Secretary to the Government of the Federation.