

# Application for Registration As a Data Controller

Data Protection Commissioner  
Canal House,  
Station Road,  
Portarlinton,  
Co Laois

## Form DPA1

Tel: 057 8684800  
Fax: 057 8684757  
E-mail : [info@dataprotection.ie](mailto:info@dataprotection.ie)  
Web : [www.dataprotection.ie](http://www.dataprotection.ie)

- It is important that you read "Registration Classification & Guidance Notes for Application" before completing this Form.
- Use this form if you are a data controller (or a data controller and data processor) who is required to register and has an existing registration.
- Please complete this form in BLOCK CAPITALS

### 1. Name & Address

If you are an individual or sole trader, give your surname and first name(s). A partnership should include the name of the firm and the names of each of the partners. Where the data controller is a company, the name of the company should be given along with a trading name (if different) and the address should be that of the registered office. Persons other than companies should give the address of the principal place of business.

Name \_\_\_\_\_

Trading As \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Web \_\_\_\_\_

### 2. Contact Person

Name and Title of person to whom applications for access to personal data should be sent:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address (if different from above)

\_\_\_\_\_

\_\_\_\_\_

### 3. Purpose(s)

Please provide a general statement of the nature/purpose of your business, trade or profession; and of any additional purposes for which you keep personal data.

Use additional sheets if necessary.

Purpose 1.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose 2.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 4. Description

Briefly list/describe each application of personal data, relating to the purpose(s) listed in Section 3 above, together with the types of personal data (e.g. name, address, date of birth, email, staff ID number) kept or used in connection with that application

Use additional sheets, if necessary

*Purpose 1 - Applications* \_\_\_\_\_

*Description of Personal Data :* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Purpose 2 - Applications* \_\_\_\_\_

*Description of Personal Data :* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 5. Disclosures

For each application listed in Section 4 above, list the persons or bodies (or categories of them) to whom the personal data may be disclosed.

Use additional sheets if necessary

*Application* \_\_\_\_\_

*Disclosees* \_\_\_\_\_

\_\_\_\_\_

*Application* \_\_\_\_\_

*Disclosees* \_\_\_\_\_

\_\_\_\_\_

*NOTE: A disclosure of any personal data to a person specified above must not be made in any manner incompatible with the purpose(s) for which those data are kept. Otherwise, the disclosure will be in contravention of Section 2(1)(c)(ii) of the Acts.*

#### 6. Transfers Abroad

For each application listed in Section 4 above, list the countries or territories, **excluding** E.U. Member states (if any) to which you transfer, or intend to transfer, personal data, directly or indirectly; along with a description of the data to be transferred and the purpose of transfer  
Use additional sheets if necessary.

Also, please indicate which mechanism, if any, is in place to cover the transfer of data.

*Application:*

<i>Country</i>	<i>Description of Data</i>	<i>Purpose of Transfer</i>

*Ordinary Business Contract / No contract req'd* ☐

*Modified Contract* ☐

*Model Contract* ☐

*Binding Corporate Rules* ☐

*Application:*

<i>Country</i>	<i>Description of Data</i>	<i>Purpose of Transfer</i>

*Ordinary Business Contract / No contract req'd* ☐

*Modified Contract* ☐

*Model Contract* ☐

*Binding Corporate Rules* ☐

7. Sensitive Data

\* other than as kept in respect of your employees in the normal course of personnel administration and not to be used or disclosed for any other purpose.

- i)

State which of these kinds of personal data you keep:

(a) racial origin

☐

(b) Political opinion

☐

(c) religious beliefs

☐

(d) other beliefs

☐

(e) physical or mental health\*

☐

(f) sexual life

☐

(g) criminal convictions

☐

(h) not applicable

☐

- ii)

State for which of the applications specified at section 4 (Description) each of these kinds of data are kept:

*If you keep sensitive data, then please specify under the following headings the safeguards in operation for the protection of the privacy of the data subjects concerned. (you do not need to give these details if you do not keep sensitive data)*

*Physical Safeguards (to include such arrangements as alarms, locked offices, restricted access to key areas / equipment, disposal of sensitive data, etc)*

*Technical Safeguards ( to include such arrangements as anti-virus protection, firewalls, password policy, restricted user access, Acceptable Usage Policy, etc)*

## 8. Data Processors

*Are you a data processor who is required to register?*

*(i.e. are you a person whose business consists wholly or partly in processing personal data on behalf of others)*

Yes

☐

No

☐

*If "Yes", state the countries or territories outside EU Member states (if any) to which you transfer, or intend to transfer, such data for processing directly or indirectly.*

*Please also confirm this is done with the agreement of the Data Controller.*

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## 9. Compliance Person

Details of individual who will supervise the application of the Acts within your organisation in relation to the personal data with which this application for registration is concerned.

Note: This is the person to whom we will address all correspondence in connection with this application for registration.

*Name*

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*Title*

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*Address (if different from Section1)*

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*Phone*

---

*E-mail*

---

*Fax*

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I certify that the above information is correct and complete and apply to be registered in the register maintained under Section 16 (2) of the Data Protection Acts 1988 & 2003 in respect of the purpose(s) specified in Section 3 of this application.

The processing fee payable is related to the number of people employed

	Postal application	Electronic Application
Applicants with 26 or more employees	€480	€430
Applicants with 6 to 25 employees	€100	€90
Applicants with 1 to 5 employees	€40	€35
Prior Checking	€100	€90

I enclose the prescribed fee of € \_\_\_\_\_

Number of employees \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant / Authorised to sign on behalf of Applicant (delete whichever is inapplicable)

## NOTES

1. Knowingly to furnish false or misleading information is an offence.
2. It is also an offence knowingly (a) to keep personal data not specified in your applications, (b) to keep or to use personal data for any purpose, or disclose personal data to any person or body, not described in those applications or (c) to transfer personal data to a country or territory not named at 6 above.
3. The information provided by you in this application will be held on computer by the Data Protection Commissioner, in accordance with section 16 (2) of the Data Protection Acts 1988 & 2003. Questions 1 to 6 (inclusive) comprise the Public Register and may be inspected by members of the public at any time. No other disclosures of the information will be made.