

Application for Registration as a Data Processor

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

Form DPA3

Tel: 057 8684800
Fax: 057 8684757
E-mail : info@dataprotection.ie
Web : www.dataprotection.ie

- It is important that you read "Registration Classification & Guidance Notes for Application" before completing this Form.
- Use this form if your business consists wholly or partly in processing personal data on behalf of data controllers and you are not required to register as a data controller.
- 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 processor 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 _____

Ph _____

Fax _____

Web _____

2. Nature of Data Processed

State in Section A to which industrial sectors your clients belong

A.) *Please tick the sectors to which your clients belong*

☐ Financial

☐ Insurance

☐ Medical / processing genetic data

☐ Manufacturing

☐ Government/
Public Authorities

☐ Credit Referencing/
Debt Collection

☐ Direct Marketing

☐ Telecommunications

☐ Other, please specify

State if there is a contract in place between yourself and each of your clients governing the use of the data supplied to you.

B.) *Do you have a contract in place governing the use of the data for each of your clients*

Yes

☐

No

☐

State the countries or territories (if any) to which you transfer, or intend to transfer, personal data for processing directly or indirectly.

C.) *Please state the countries to which you transfer data*

3. 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 _____

Title _____

Address (if different from Section1) _____

Phone _____

E-mail _____

Fax _____

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 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.