

# Notification Form



Office of the Data Protection Commissioner

2, Airways House  
High Street, Sliema SLM 1549  
Malta.

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E-Mail: commissioner.dataprotection@gov.mt  
Website: www.dataprotection.gov.mt

- Processes for first notification by Data Controller.  
Date when processes first commenced
- Please complete this Form in BLOCK CAPITALS.

## 1. Details of Data Controller

1.1 Name of Organisation:

Trading Name(s):

Head of Organisation:

Business Address:

Telephone Number:

Fax Number:

Website address:

E-Mail Address:

VAT REG. Number:  
(if applicable)

Company REG. Number/  
ID Card Number:

## 1.2 Contact Person within organisation (if different from above)

Name:

Address:

Telephone Number:

Fax Number:

E-Mail Address:

**2. Details of Personal Data Representatives (if the Data Controller opted to appoint a Personal Data Representative)**

Name:	<input type="text"/>		
Address:	<input type="text"/>		
Telephone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
E-Mail Address:	<input type="text"/>		

*Data Controllers are advised that Regulations on the qualifications of PDRs are to be issued in the near future. However the PDR can still be appointed now.*

**3. Type of Organisation (Tick where appropriate)**

Government Department	<input type="checkbox"/>	Public Corporation or Authority	<input type="checkbox"/>
Health	<input type="checkbox"/>	Self-employed with no employees	<input type="checkbox"/>
Co-Operative	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>
Education	<input type="checkbox"/>	Professional Office	<input type="checkbox"/>
Financial Services:		Foundation/Association	<input type="checkbox"/>
Bank	<input type="checkbox"/>	Civil Partnerships	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	Company	<input type="checkbox"/>
Credit Agencies	<input type="checkbox"/>	Others	<input type="checkbox"/>
Other Financial services	<input type="checkbox"/>	<i>Specify:</i>	<input type="text"/>

**4. Nature of Business**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**5. Purposes of processing and categories of data relating to them**

*(Use additional sheets if necessary)*

**5.1 Processing Operations and a brief description of purpose**


**5.2 Categories of data subjects about whom processing is performed.**

*Tick as appropriate (you can tick more than one category)*

Employees & staff members (including directors)	<input type="checkbox"/>	Correspondents/Enquirers	<input type="checkbox"/>
Customers/clients	<input type="checkbox"/>	Suppliers	<input type="checkbox"/>
Shareholders	<input type="checkbox"/>	Students	<input type="checkbox"/>
Social Assistance Beneficiaries/ Individuals	<input type="checkbox"/>	Patients	<input type="checkbox"/>
Members/Supporters	<input type="checkbox"/>	Relatives/Guardians	<input type="checkbox"/>
Others – Specify:	<input type="text"/>		

**5.3 Categories of data relating to the data subject** *(Tick where appropriate)*

Personal details which identify the data subject	<input type="checkbox"/>
Business process specific details	<input type="checkbox"/>
HR And Employment Details <i>(including qualifications, payroll)</i>	<input type="checkbox"/>
Financial Details	<input type="checkbox"/>
Family/Lifestyle/Social Circumstances	<input type="checkbox"/>

**5.3 Cont.**

Statistics/ Research Details

Others

*Brief General  
Description:*

**5.4 Sensitive Personal Data** (*Tick where appropriate*)

Racial & Ethnic Origin

Political Opinions

Religious or Philosophical Beliefs

Trade Union membership

Health

Sex Life

**6. Recipients to whom Personal Data may be disclosed:**

*(Tick where appropriate)*

Data Subjects themselves

Relatives/Guardians

Employees within the Organisation

Other organisations processing data  
on behalf of the Data Controller

Government/Regulatory Authorities

Other Third Parties

Specify:

## 7. Transfer of Personal Data Abroad

(Tick where appropriate)

No transfer of data is made

Data is transferred to EU Member States

Data is transferred to other third countries

**(Refer to the International Data Transfer Form – complete all the required information and attach any supporting documents relating to the transfer. Submit together with the Notification Form)**

## 8. Security measures relating to processing

(Tick where appropriate)

To ensure an adequate level of security, indicate which measures have been implemented to protect the personal data against unlawful forms of processing:

Do all individuals who handle personal data have the necessary data protection awareness and training?

Yes  No

Do you have a record of persons who access the system?

Yes  No

Does your system include:

Logins and passwords

Yes  No

Access rights/privileges

Yes  No

Audit trails

Yes  No

Other measures:

Do you have physical security safeguards?

Locking of offices

Yes  No

Locking of file cabinets

Yes  No

Other measures:

## 9. Privacy Policy

Do you have a clearly documented statement of Data Protection Policy? Yes  No

1. Providing untrue information is an offence against the Data Protection Act and attracts heavy penalties.
2. Subject to paragraph 4, notifications are not to be renewed annually but the annual fee is to be renewed to this Office by not later than 14 July of each year.
3. Any further processing operation or any other amendment to the original notification form should be communicated to this Office immediately, by amending the appropriate section(s).
4. The information provided in this form will be solely used by the Data Protection Commissioner in accordance with the Data Protection Act. Sections 1 to 7 comprise the Public Register, which according to law is held by this Office and may be viewed by members of the public at any time. For further information, you may wish to refer to our Privacy Policy which can be found on our website.

## Notification Fee

The annual notification fee of € 23.29 is due by 14 July.

Fee enclosed

## Exemption from the notification fee

I declare to be exempt from the payment of the annual fee being:

a self-employed with no employees; or

I declare to qualify, under sub-article (1) of article 12 of the Income Tax Act, for an exemption from the notification fee being:-

a philanthropic institution or another similar organisation which qualifies under paragraph (e) of the said sub-article; or

a *bona fide* band club which qualifies under paragraph (n) of the said sub-article; or

a *bona fide* sports club or other similar institution which qualifies under paragraph (o) of the said sub-article; or

a registered trade union; or

a political party or club adhering to political parties.

Name in Blocks:

Organisation  
Rubber Stamp:

Signature:

Date:

## For Office Use Only

*Received by:*

*Date:*

*Receipt No:*

*Reference No:*