



## **Data Protection Officer Notification Form**

**Updated 25<sup>th</sup> May 2018**

### **Expansatory Notes**

Complete this online form to inform the Data Protection Commissioner of the details of your Data Protection Officer, or change/update your Data Protection Officer details.

Please note the following before submitting your completed form:

1. We will include some of the information you provide in your notification, which we make publicly available on our website.
2. This will include the name and address of your organisation. As a controller, you are required to make an address available for data subjects to easily make contact with you in the event that they want to exercise their rights or ask you questions.
3. If you are a sole trader or small organisation we understand that the address you use in the course of your business might be a domestic address. If this is the case, and you do not want the address to be made public on the register, please provide a PO Box or alternative address instead.
4. If you provide DPO details, we will publish their contact details. We will also ask if we can publish their name. If you select 'yes', their name will be published. You are encouraged to be transparent about the identity of your DPO. Please note that if their email is one from which their identity can be established (e.g. john.smith@gra.gi), you may wish to provide a generic address instead such as dpo@gra.gi.
5. Please submit the completed form to dporegistrations@gra.gi. Please note that we will only accept forms sent from the organisation's email domain name. If you are unable to do this, please send the completed form to the following mailing address:

DPO Notifications  
Gibraltar Regulatory Authority  
2nd floor, Eurotowers 4  
1 Europort Road  
Gibraltar GX11 1AA

## Data Protection Officer Notification Form

1. Why are you contacting the Data Protection Commissioner?

To register a Data Protection Officer

To update an existing Data Protection Officer registration

2. Name of Organisation

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3. Name of the Data Protection Officer

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4. Does your Data Protection Officer consent to having his/her name published on our register?

Yes

No

5. The URL address where your Data Protection Officer details can be found on your website

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6. Email address of your Data Protection Officer

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7. Correspondence address of your Data Protection Officer

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8. Contact telephone number of your Data Protection Officer

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