



(For internal use only)

DP No

ROC No

Form DAT3

Application for a permit to Process Sensitive Personal Data

Name of Data Controller



Purpose of this form

For the purposes of Article 10(2)(a) of the DIFC Data Protection Law 2007, this form may be used for an application for a permit to process Sensitive Personal Data.

Before completing this form

Please ensure that you have read and are familiar with the Data Protection Law 2007 (the "Law") and the Data Protection Regulations (the "Regulations").

Notes for completing this form

- Questions must be fully answered and the use of abbreviations should be avoided.
- Answers must be **typed** and additional pages attached if necessary.
- Do not leave any questions blank – if a question is not applicable this should be indicated in the response section.
- Completed forms in **hard copy** should be sent to :
The Data Protection Administrator
DIFC Authority
Level 14, The Gate
P.O. Box 74777
Dubai
United Arab Emirates
- Defined terms are identified throughout this form by the capitalisation of the initial letter of a work or phrase and are defined in the Data Protection Law 2007.



1. DETAILS OF DATA CONTROLLER

1.1 Full name of Data Controller

1.2 Full address of Data Controller

1.3 Legal status of the applicant (e.g. Company Limited Liability Partnership or General Partnership)

2. DETAILS OF THE INDIVIDUAL WITHIN THE DATA CONTROLLER RESPONSIBLE FOR MAKING THIS APPLICATION FOR A PERMIT

2.1 Name of individual¹

2.2 Full address (physical and postal)

2.3 Telephone number

2.4 Fax number

2.5 Mobile number

2.6 Email address

¹ This would normally be the individual responsible for data protection compliance within the DIFC



3. DETAILS OF THE SENSITIVE PERSONAL DATA PROCESSING

3.1 What is the nature of the Sensitive Personal Data?

Tick as required

- 3.1.1 Race, ethnic or communal origin
- 3.1.2 Political affiliations or opinions
- 3.1.3 Religious or philosophical beliefs
- 3.1.4 Offences or criminal convictions
- 3.1.5 Trade union membership
- 3.1.6 Health or sex life

3.2 Purpose of the Processing of the Sensitive Personal Data

<input type="checkbox"/> accounting and auditing	<input type="checkbox"/> insurance administration
<input type="checkbox"/> administration of justice	<input type="checkbox"/> legal services
<input type="checkbox"/> administration of membership records	<input type="checkbox"/> licensing and registration
<input type="checkbox"/> advertising, marketing and public relations for the Data Controller itself	<input type="checkbox"/> pastoral care
<input type="checkbox"/> advertising, marketing and public relations for others	<input type="checkbox"/> pensions administration
<input type="checkbox"/> benefits, grants and loans administration	<input type="checkbox"/> policing
<input type="checkbox"/> consultancy and advisory services	<input type="checkbox"/> private investigation
<input type="checkbox"/> credit referencing	<input type="checkbox"/> property management
<input type="checkbox"/> debt administration and factoring	<input type="checkbox"/> provision of financial services
<input type="checkbox"/> education	<input type="checkbox"/> research
<input type="checkbox"/> information and data bank administration	<input type="checkbox"/> staff administration
	<input type="checkbox"/> other, please specify: <input type="text"/>

3.3 How will the Sensitive Personal Data be processed? (e.g. collection/storage)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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3.4 Identity of the Data Subjects to whom the relevant Sensitive Personal Data relates, or in the event of classes of Data Subjects being affected, a description of the class of Data Subjects

Tick as required

- staff, including agents, temporary and casual workers
- clients and customers
- suppliers
- members
- complainants, correspondents and enquirers
- relatives and associates of the Data Subject
- advisors, consultants and other professional experts
- Other, please specify:

3.5 Identity and jurisdiction of any Person to whom the Data Controller intends transferring the Sensitive Personal Data:

3.5.1 Name of Person

3.5.2 Jurisdiction

(Please note that if the Data Controller intends to transfer such data to a jurisdiction outside the DIFC without adequate levels of protection, it may need to apply for a separate permit using Form DAT2)

3.5.3 Full address

3.5.4 Telephone number

Attach further pages if Sensitive Personal Data to be disclosed to more than one Person

3.6 Description of the safeguards put in place by Data Controller to ensure the security of the Sensitive Personal Data (procedures, physical security)



4. DECLARATIONS

4.1 Declaration by the applicant

1. I declare that, to the best of my knowledge and belief, having made due enquiry, the information given in this form is complete and correct. I understand that it is an offence under applicable Law to provide any information which is false, misleading or deceptive or to conceal information where the concealment of such information is likely to mislead or deceive.
2. I confirm that I have the authority to make this application, to declare as specified above and sign this form for, or on behalf of, the applicant. I also confirm that I have the authority to give the consent specified above.
3. For the purposes of the Data Protection Law 2007, the Personal Data provided in this form will be processed by the DIFC Data Protection Commissioner in accordance with Article 8 of the Data Protection Law 2007, in particular, in the exercise of its functions or powers under legislation administered by the DIFCA or where necessary for the performance of a task carried out in the interests of the DIFC.

Name and signature of individual on behalf of the Data Controller²

Date

² Normally the Chief Executive or Director of the Data Controller



The fee for lodging form DAT3 (Permit to process sensitive personal data) must be submitted along with the form DAT3 (Permit to process sensitive personal data). Fees for lodging this form DAT3 (Permit to process sensitive personal data) is as follows:

- (a) US\$250.00 for category I Regulated;
- (b) US\$150.00 for category II Non-regulated entities; and
- (c) US\$50.00 for category III Retail entities.

These fees are quoted as specified in the DIFC Data Protection Regulations ("Regulations"). The Regulations can be downloaded from DIFC official Data Protection website. <http://dp.difc.ae>. Table of fees can also be downloaded from the above said website.

Payment method (please tick one): Credit Card Cash Cheque

Cash, cheque or copy of remittance advice is to be submitted to the Office of the Data Protection Commissioner at the DIFC offices in person, by courier or by mail, at the following address: Level 14, The Gate, DIFC, P. O. Box 74777, Dubai, UAE.

Please note, if submitting payment by cheque, cash or credit card in UAE Dirhams, the applicable exchange rate is US\$1=AED3.675.

The original form DAT3 is to be lodged with the Data Protection Administrator at DIFC.

The Office of Data Protection Commissioner bank details for wire transfer:

Bank Account Number: 021-349428 – 002 – AED

Bank Account Number: 021-349428 – 103 – USD

Account Name: Dubai International Financial Centre Authority

Bank Name: HSBC Bank Middle East Limited

Dubai



United Arab Emirates

Swift Code: BBMEAEAD

Office hours: 08:00 am to 17:00 pm Sunday to Thursday

Documents collection/drop off timing: 09:00am to 11:00am and 15:00pm 17:00 pm.