

**APPLICATION FOR A PERMIT TO
PROCESS SENSITIVE PERSONAL DATA**

Firm Name
("Data Controller"):

QFC Firm Number:

Contact Person:

Contact details of
Contact Person
(including email and
telephone number):

If further information is required the person set out above will be contacted by the QFC Authority.
Capitalised terms in this Form have the meaning set out in the QFC Data Protection Regulations.

FOR OFFICIAL USE

Reference No.:

Date received:

Received by:

Form Q08-V4-NOV14

CHECKLIST BEFORE SUBMITTING THIS APPLICATION

If you tick any of the boxes below or you intend to apply (or have applied) adequate safeguards with respect to the Processing of the Personal Data then you do not need a permit.

Please tick if any of the following apply to the Processing of the Sensitive Personal Data:

The Data Subject has given his explicit consent to the Processing of that Personal Data.

The Processing is necessary for the purposes of carrying out the obligations and specific rights of the Data Controller in the field of employment law.

The Processing is necessary to protect the vital interests of the Data Subject or of another person where the Data Subject is physically or legally incapable of giving his consent.

The Processing is carried out by a foundation, association or any other non-profit-seeking body in the course of its legitimate activities with appropriate guarantees that the Processing relates solely to the members of the body or to persons who have regular contact with it in connection with its purposes and that the Personal Data is not disclosed to a Third Party without the consent of the Data Subjects.

The Processing relates to Personal Data which is manifestly made public by the Data Subject or is necessary for the establishment, exercise or defence of legal claims.

The Processing is necessary for compliance with any legal obligation to which the Data Controller is subject.

The Processing is necessary to uphold the legitimate interests of the Data Controller recognised in the international financial markets, provided that such is pursued in accordance with international financial standards and except where such interests are overridden by compelling legitimate interests of the Data Subject relating to the data subject's particular situation.

The Processing is necessary to comply with auditing, accounting or anti money laundering obligations that apply to a Data Controller.

The Processing is required for the purposes of preventive medicine, medical diagnosis, the provision of care or treatment or the management of health-care services, and where that Personal Data is processed by a health professional subject under national laws or regulations established by national competent bodies to the obligation of professional secrecy or by another person also subject to an equivalent obligation of secrecy.

If you have **NOT TICKED** any of the above boxes **OR CANNOT PROVIDE** adequate safeguards to the Processing of the Personal Data, please proceed to complete the next section.

In any event, please ensure that you have completed a Form Q10 to notify us of your Personal Data Processing operations as required by the QFC Data Protection Regulations and QFC Data Protection Rules.

DETAILS OF THE SENSITIVE PERSONAL DATA BEING PROCESSED

2.1 Please provide information to support your application for a permit. Please ensure the information covers the following areas:

- Description of Processing
- Nature of Sensitive Personal Data
- Identity of the Data Subjects
- Persons or organisations to whom the Personal Data will be disclosed
- Safeguards put in place to ensure the security of the Personal Data.

Please attach further pages if required.

Notes: If Personal Data is being transferred outside of the QFC Jurisdiction, please ensure you have read and understood your obligations under Articles 9 and 10 of the QFC Data Protection Regulations and QFC Data Protection Rules.

DECLARATION

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 a contravention of QFC Regulations and Rules to knowingly or recklessly provide to the *QFC Authority* any information, which is false, misleading or deceptive, or to conceal information where the concealment of such information is likely to mislead or deceive the *QFC Authority*.

I confirm that as an *Authorised Person** I have the authority to make this application, to declare as specified above and sign this Form for, or on behalf of, the Data Controller.

For the purposes of the *QFC Data Protection Regulations*, the *Personal Data* provided in this Form will be processed by the *QFC Authority* in accordance with the *QFC Data Protection Regulations*, in particular, in the exercise of its functions or powers under legislation administered by the *QFC Authority* or where necessary for the performance of a task carried out in the interests of the *QFC*.

If at any time between the making of this application and the approval, I become aware of any material change in circumstances that may affect this application, I will immediately notify the *QFC Authority*.

Print name of *Authorised Person**:

Signature of *Authorised Person**:

Position:

Date:

*An Authorised Person must be someone occupying a senior position, such as the Senior Executive Function, a director, a member, compliance officer, HR director or manager.

Once this application Form has been completed, please submit a scanned copy to the QFC Authority at the following email address: compliance@qfc.qa. Alternatively, please submit a hard copy of this Form to Reception on Floor 20, QFCA Tower 1, Diplomatic Area, PO Box 23245, Doha, Qatar.