

**NOTIFICATION OF PERSONAL  
DATA OPERATIONS**

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 Q10-V4-NOV14

Is this Form being submitted:

prior to or immediately upon Processing Personal Data (initial notification);

on the anniversary of the initial notification where the Personal Data Processing is to continue in the subsequent year; or

immediately upon any Personal Data Processing being processed in a manner different to that described in the initial notification.

# **SECTION 1**

## **DETAILS OF PERSONAL DATA PROCESSING OPERATIONS**

Please now provide information about your Personal Data Processing operations or set of operations.  
Please attach further pages if required.

Purpose of Processing of the Personal Data:

Nature of Personal Data involved:

**DETAILS OF PERSONAL DATA  
PROCESSING OPERATIONS (CONT.)**

Identity of the Data Subjects:

Safeguards put in place to ensure the security of the Personal Data:

## **SECTION 2**

### **DETAILS OF TRANSFER OF DATA TO A JURISDICTION OUTSIDE OF THE QFC**

If the Personal Data is being transferred outside of the QFC, please provide information of the assessment carried out in relation to assessing adequate levels of protection for the Personal Data, together with information relating to the jurisdiction and persons to whom the Personal Data will be disclosed:

Please attach further pages if required.

Notes: If you are transferring Personal Data outside of the QFC Jurisdiction or dealing with Sensitive Personal Data, please ensure you have also read and understood your ongoing obligations under Articles 8, 9 and 10 of the QFC Data Protection Regulations and the 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](mailto: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.