**Special Nature Processing Permission Request**

**PDPPL-02040402E**

**Form for Regulated Entities**

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| National Cyber Governance and Assurance Affairs |
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**Document History**

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| **Version Number** | **Description** | **Date** |
| **1.0** | Published V1.0 document | November 2020 |
| **2.0** | Published V2.0 document | September 2022 |

**Related Documents**

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| **Document Reference** | **Document Title** |
| **PDPPL-02050215E** | Special Nature Processing Guidelines for Regulated Entities (English) |

*This form will need to be filled out when requesting permission from the National Cyber Governance and Assurance Affairs for processing personal data of a special nature. Prior to completing this form, you should go through the National Cyber Governance and Assurance Affair’s Special Nature Processing Guidelines for Regulated Entities to ascertain the adequacy of data protection measures around the special nature processing.*

Answer the following questions and attach the appropriate evidence to this application.

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| **Details of the controller** |
| Provide details of your organisation here. |
| Name of organisation  |  |
| CR/License number |  |
| Industry |  |
| Name of person in charge of data privacy |  |
| Website URL |  |
| Contact details |  |
| You may add here a brief description of your organisation, or link to relevant pages on your website. |

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| **Details of processing activity and DPIA** |
| Describe the processing activity in this section, in as much detail as possible. Attach to this application the DPIA that you have conducted for this processing activity. |
| Describe the purpose for processing | The reason the processing is being undertaken is... |
| Identify the permitted reason for processing and set out the rationale | The permitted reason for processing has been identified as… [Consent / Legal Obligation / Contractual Purpose / Legitimate Interest]. This is appropriate because... |
| Identify the additional condition for processing and set out the rationale | The additional condition for processing has been identified as… [Explicit consent / Parental Consent / Made public by the data subject / Employment / Social security / Vital interests / Legal claims / Preventive or occupational medicine / Charity or not-for-profit administration / Public health / Public interest / Protecting national and public security]. This is appropriate because... |
| What category (or categories) of personal data of a special nature that will be collected and processed? | The personal data of a special nature to be processed are personal data related to… [ethnic origin / children / health, physical or psychological condition / religious creeds / marital relations / criminal offences / biometrics]. |
| What is the status of this processing activity - is it already implemented or in development? | Already Implemented / In Development |
| Include details of any cross-border data transfers involved and relevant safeguards. | This processing includes the transfer of data to…The appropriate safeguard to transfer this data is… [Permit to transfer / Explicit consent / Contract performance / Public register / Legal claims / Legal or regulatory obligation / Vital interests] |
| Set out why the processing of the categories of personal data of a special nature is strictly necessary and proportionate for achieving the purpose for processing. | It is necessary to process the personal data of a special nature to achieve [purpose for processing] because... The purpose for processing could not be achieved without using this personal data because... |
| Confirmation that DPIA is attached. | Yes / No |

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| **Describe data privacy protection measures** |
| If your DPIA does not include the following, please include details below:* Your Personal Data Management System
* Your data breach response process
* Details of any privacy training you have provided to your employees
* Your data privacy related policies and procedures
* The controls in place specific to any cross-border data transfer
* Evidence that the risk mitigation measures as per the DPIA are implemented
* Details of retention and deletion policies that will relate to the personal data processed
* Details of any encryption measures, and any information security measures you have implemented
* Demonstrable adherence to the PDPPL’s data privacy principles and the rights afforded to individuals.

Attach relevant evidence to this application, such as data privacy policies and procedures or your company’s information security framework. |
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| **Declaration and Sign-off** |
| * We declare that we are fully authorised to submit this application on behalf of the controller, the information provided in this form is true to the best of our knowledge, and that we are responsible if the information provided to the National Cyber Governance and Assurance Affairs is found to be inaccurate.
* We declare that the personal data of a special nature which we collect for the processing activity described in this request will not be used for any purpose, permitted reason or additional condition of processing other than stated here. If such further special nature processing is required, we will request the National Cyber Governance and Assurance Affairs for similar permission.
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| Authorised Signatory (for and on behalf of the organisation) |  |

**End of Document**