**Declaration of the Data Protection Officer**

[ ]  Initial declaration [ ]  Amending declaration

Fields marked with an asterisk (\*) are mandatory.

It is not necessary to submit any other documents, such as a copy of the identity card or of diplomas.

1. Information on the controller/processor designating a data protection officer (DPO)
	1. **The controller/processor is a legal person**

|  |  |
| --- | --- |
| Legal name\*  |  |
| Trade name |  |
| RCS number \* (for persons registrered in the RCS)  |  |
| Address (street, number)\*  |  |
| Postal code, City\*  |  |
| Country\*  |  |
| Phone\*  |  |
| Fax  |  |
| Email\*  |  |

* 1. **The controller/processor is a natural person**

|  |  |  |
| --- | --- | --- |
| Surname\* | [ ]  Ms[ ]  Mr |  |
| First name\* |  |
| RCS number \* (for persons registrered in the RCS)  |  |
| Trade name |  |
| Address (street, number)\* |  |
| Postal code, City\* |  |
| Country\* |  |
| Phone\* |  |
| Fax |  |
| Email\* |  |

1. Information on the DPO
	1. **The DPO is a staff member of the controller/processor (internal DPO)**

|  |  |  |
| --- | --- | --- |
| Surname\* | [ ]  Ms[ ]  Mr |  |
| First name\* |  |
| Professional address\*(if different from the address of the controller/processor) |  |
| Phone\*  |  |
| Fax |  |
| Email\*  |  |
| Date of designation\*  |  |

* 1. **The DPO fulfils the tasks on the basis of a service contract (external DPO)**
		1. **The DPO is a legal person**

|  |
| --- |
| Contact details of the legal person |
|  Legal name\*  |  |
| Trade name |  |
| RCS number \* (for persons registrered in the RCS)  |  |
| Address (street, number)\*  |  |
| Postal code, City\*  |  |
| Country\*  |  |
| Date of designation\*  |  |

|  |
| --- |
| Contact details of the lead contact  |
| Surname\* | [ ]  Ms[ ]  Mr |  |
| First name\* |  |
| Phone\* |  |
| Fax |  |
| Email\* |  |

* + 1. **The DPO is a natural person**

|  |  |  |
| --- | --- | --- |
| Name\* | [ ]  Ms[ ]  Mr |  |
| First name\* |  |
| Address (street, number)\* |  |
| Postal Code, City\* |  |
| Country\* |  |
| Phone\* |  |
| Fax |  |
| Email\* |  |
| Date of designation\*  |  |

1. Information on the notifier (the declaration must be made by an authorised representative of the controller/processor and not by the DPO himself/herself)

|  |  |  |
| --- | --- | --- |
| Surname\* | [ ]  Ms[ ]  Mr  |  |
| First name\* |  |
| Function\* |  |
| Date\* |  |
| Signature\* |  |