

FORM 2

**APPLICATION FOR REGISTRATION/RENEWAL OF
REGISTRATION**

To: The Personal Data Protection Office
Kampala

APPLICATION FOR REGISTRATION/RENEWAL OF REGISTRATION

Data Collector Data Processor Data Controller

1. Details of applicant
 - (a) Name of applicant¹
 - (b) Physical address of applicant
 - (c) Telephone No/Email/Fax/ of applicant
 - (d) Nature of business of applicant.....

2. Details of data protection officer
 - (a) Name of Data Protection Officer
 - (b) Physical address of Data Protection Officer
 - (c) Telephone No/Email/Fax/ of Data Protection Officer
 - (d) Please state whether Data Protection Officer has other duties in the Institution, public body or corporation, and if any, provide details.....

3. Description of data to be collected or processed (*be detailed as possible*)

4. Description of purpose for which data is collected or processed²(*be detailed as possible*)

5. List persons or bodies to whom personal data may be disclosed and purpose for disclosure³

6. List countries data may be transferred to, purpose of transfer and brief description of data transferred⁴.....

¹ If you are an individual or sole trader, give your surname and first name(s). A partnership must include the name of the firm and the names of each of the partners. In the case of a corporation, the name of the corporation must be given.

² Please provide a general, but comprehensive, statement of the nature of your business, trade or profession, and of the purpose for which you keep and process personal data.

NOTE: Please note that where personal data is kept for two or more purposes, a separate application for registration in respect of any of those purposes must be made as per section 29(2) of the Act.

³ A disclosure of any personal data to a person specified above must not be made in a manner incompatible with the purpose(s) for which the data is kept. Otherwise, the disclosure will be in contravention of the Data Protection and Privacy Act.

⁴ For each application listed, list the countries or territories (if any) to which you transfer, or intend to transfer, personal data directly or indirectly, along with a description of the data to be transferred and the purpose of transfer.

7. State security measures in place to safeguard data collected or processed
8. Duration for which data shall be kept.....
9. Attach written undertaking not to process or store personal data in a country outside Uganda unless such country has adequate measures in place, at least equivalent to the protection provided for by the Act, for the protection of the personal data and the data subject consent to the transfer.
10. Any other information required by the Office

I certify that the above information is correct and complete and hereby apply to be registered as data collector/data processor/data controller under the Data Protection and Privacy Act.

Name and Title of Applicant:

Signature of Applicant:

Date:

(*Applicant/Person authorised to sign on behalf of Applicant) (*Delete whichever is not applicable)

NOTES:

1. It is important that you read “Registration Classification and Guidance Notes for Application” before completing this form.
2. Use this form if you are a data collector, data processor or data controller who is required to be registered under the Data Protection and Privacy Act.
3. Please complete this form in BLOCK CAPITALS.
4. Failure to register or renew registration is an offence under the Data Protection and Privacy Act, 2019.
5. Knowingly giving false information is an offence under the Data Protection and Privacy Act.
6. It is also an offence to knowingly –
 - (a) keep personal data not specified on your applications,
 - (b) keep or use personal data for any purpose, or disclose personal data to any person or body, not described in those applications
or
 - (c) transfer personal data to a country or territory not permitted by the Office.

7. Where you change your address, you must notify the Office within 15 days of the change of address.
8. The information provided by you in this application will be kept in a Register by the Director, in accordance with section 29 of the Data Protection and Privacy Act, 2019 and will comprise the Register which may be inspected by members of the public at any time.