

Notification of processing of personal data

Notification pursuant to section 31 of the Personal Data Act and section 29 of the Personal Health Data Filing Systems Act.

Please submit the form, duly filled in, to: The Data Inspectorate, P.O.B. 8177 Dep, N-0034 Oslo, Norway • E-mail: postkasse@datatilsynet.no

Do not write here:									

1. Notification concerns	
a) <input type="checkbox"/> Notification pursuant to the Personal Data Act	<input type="checkbox"/> Notification pursuant to the Personal Health Data Filing Systems Act
b) <input type="checkbox"/> Notification of new processing or re-registration of notification (every 3 years)	
<input type="checkbox"/> Changing of notification no.:	<input type="checkbox"/> notification key:
c) Processing scheduled to start on (dd/mm/yyyy):	
2. Sensitive personal data	
Does the processing include sensitive personal data only? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is data stored <u>only</u> in a manual personal data filing system? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Contact information – data controller organisation	
Full name of organisation:	Organisation number:
Address:	Post office box:
Postal code: Place:	Telephone number:
Daily responsibility for fulfilling the data controller’s duties has been assigned to: (title, not name)	
4. Data controller’s representative (for organisations established outside the EU/EEA)	
Is the data controller organisation established in Norway or another EEA-country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, fill in:	
Complete name of the data controller’s representative:	Organisation number:
Address:	Post office box:
Postal code: Place:	Country:
5. Do other organisations process data on behalf of the data controller?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, fill in:	
Full name of organisation:	
Full name of organisation:	
Full name of organisation:	
6. Sector, purpose and specifications	
a) Sector	
<input type="checkbox"/> Public (central government) <input type="checkbox"/> Public (regional/municipal) <input type="checkbox"/> Private	
b) Purpose (may also be specified in section 6c)	
<input type="checkbox"/> Camera surveillance (reasons should preferably be specified in section 6c)	<input type="checkbox"/> Administration of employees
<input type="checkbox"/> Access control	<input type="checkbox"/> Insurance
<input type="checkbox"/> Client/ customer administration	<input type="checkbox"/> Financial services
<input type="checkbox"/> Address distribution/ marketing	<input type="checkbox"/> Debt collection
	<input type="checkbox"/> Other processing, private sector (specify in section 6c)
	<input type="checkbox"/> Health services
	<input type="checkbox"/> Public health administration
	<input type="checkbox"/> Research (specify in section 6d)
	<input type="checkbox"/> Statutory processing, public sector (specify in section 6c)
	<input type="checkbox"/> Other processing, public sector (specify in section 6c)
c) Specification	
d) In case of research:	
Has the data subject’s consent been obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project scheduled to be concluded on (dd/mm/yyyy):	
Project title (max 512 characters):	

7. Transferring personal data to other countries		
Is data transferred to countries outside the EU/EEA? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, fill in: Is the transfer based on:		
the data subject's consent <input type="checkbox"/> Yes <input type="checkbox"/> No	EU's standard agreement <input type="checkbox"/> Yes <input type="checkbox"/> No	Safe Harbour <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Place, date and signature		
Place/ Date	Signature	

Guidelines for filling in the notification form

In principle, all processing of personal data should be reported to the Data Inspectorate pursuant to section 31 of the Personal Data Act and section 29 of the Personal Health Data Filing Systems Act. These guidelines, which can also be found on our website (<http://www.datatilsynet.no/melding>), will help you fill in the notification form.

You can read more about notification requirements and exceptions to the notification duty on the following page: <http://www.datatilsynet.no/soknad/soknadmain.html>.

1. Notification concerns

a) The Personal Data Act or the Personal Health Data Filing Systems Act?

Notification pursuant to *the Personal Data Act*:
This applies when:

- processing is not exempted from the duty of notification
- processing is not subject to the granting of a licence
- data concerning patients/clients are processed by health personnel **without** authorisation

Notification pursuant to *the Personal Health Data Filing Systems Act*:

Organisations in the health service/health administration must give notification of their use of personal health data pursuant to the Personal Health Data Filing Systems Act. This applies, inter alia, in case of:

- use of medical records. Note that a municipal authority only needs to submit **one** notification of use of medical records for activities established for therapeutic purposes, while doctors with an agreement with a municipality must submit their own notification.
- research projects comprised by the exemption from the obligation to acquire a licence pursuant to section 7-25 of the Personal Data Regulations
- local, regional and central health data filing systems regulated by sections 7 and 8 of the Personal Health Data Filing Systems Act.

b) Notification of new processing or change of notification
Change of notification only applies to those who have earlier given notification and have received an acknowledgement of notification from the Data Inspectorate with a notification key. The key must in this case be stated. Everyone else must submit a new notice of processing.

c) Starting date for processing
If processing has already started, please state the date of today.

2. Sensitive personal data

Sensitive personal data are data about:

- racial or ethnic background
- political, philosophical or religious views
- a person suspected, charged, prosecuted or sentenced for a criminal offence
- health issues
- membership in trade unions

Manual personal data filing system:

Tick off **yes** if the data is stored in a manual personal data filing systems, and **only** there. If some material is stored electronically, tick off **no**, regardless of how little information is involved.

3. Contact information

Fill in contact information about the organisation which is to process the data. Only write the **title** of the person who has daily responsibility for processing the data.

4. Representative, if applicable

Only enterprises not established in Norway/the EEA must give the name of their representative in Norway or the EEA.

5. Do other organisations process data on behalf of the data controller?

Give the name of the external data controller, if any, processing personal data **in whole or in part** on behalf of the data controller.

6. Sector, purpose and specifications

a) Sector: Tick off as appropriate.

b) Purpose: Tick off the purpose of the personal data processing. Only one box is to be ticked. However, if you tick off for **research**, you may choose to tick off another box to indicate the research area.

c) Specification: Here you may provide further details about the purpose of the data processing.

d) Research: (Only to be filled in if research was marked in b). Indicate whether consent has been obtained, if applicable, as well as the project's scheduled concluding date and title.

7. Transferring data to other countries

If personal data are transferred to other countries, the grounds for such transfer must be stated.

8. Place, date and signature