



Request for a Notification Form

If you have determined that notification is required you can complete the form below – guidance on completion of this form is given overleaf. Send it to us, fax it (01625 545748) or email the information and a draft notification form **will be sent to you for further action.**

Alternatively – you can complete the notification form on-line by visiting our website (www.dpr.gov.uk). This form should then be printed and sent to us with the appropriate fee.

Data Controller Name: <i>(Please see overleaf for guidance)</i>	
Data Controller Address: <i>(if a Ltd or plc company this should be the registered office address)</i>	
Company Reg. Number <i>(optional)</i> :	
Contact Name & Job Title:	
Contact Address:	
Contact Telephone Number:	
Contact Fax Number:	
Contact Email Address:	
Nature of Business: e.g. Doctor, Accountant. (Please note it is essential to indicate the nature of business so that the correct information can be sent to you.)	

(Please do not send any payment with this form)

Signature

Name	Job Title
Date	Tel No.

Advice about any aspect of notification can be obtained by writing to the address below or by calling the notification help line on 01625 545740.

Please return to: Notification Department
Information Commissioner's Office, P.O.Box 66, WILMSLOW, Cheshire, SK9 5AX
e-mail address: notification@ico.gsi.gov.uk

Data Controller Name

The name you provide must be the correct legal title of the individual or organisation. Examples are given below.

- **Sole Traders**
Provide the full name of the individual e.g. Anna Katherine Smith
- **Partnerships**
Provide the trading name of the firm e.g. Buttersfield & Co (you do not have to provide the names of the partners)
- **Limited or public limited companies**
Provide the full name of the company e.g. ABC Ltd - not your trading name.
- **Groups of companies**
Groups of companies cannot submit a single notification. Individual companies who are data controllers must notify separately.
- **Schools**
Provide the name of the school – e.g. Hazeldown School
- **Others, e.g. voluntary bodies**
Provide the name by which you are known to the public.

Data controller address

If you are a limited company you must provide your registered office address. In all other cases you must provide the address of your principal place of business. If there is no place of business (e.g. for a small local voluntary body) you should provide the address of the official who has completed the form.

Company Registration Number

If you are a limited or public limited company we encourage you to provide your company registration number as a unique identifier for the company. However, you are not obliged to provide it.

Contact details

You may provide a name, address (within the UK), telephone number, fax number and e-mail address. We will use these details for all correspondence in connection with your notification. These details will not appear on the public register.