

**Annex**

**Special Representative Registration**

**Application Form**

**Applicant**

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|  |  |  |  |  |
| ***Title / Name and Surname*** |  | ***Legal Form*** |  | ***Identification Number*** |

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| --- | --- | --- |
|  |  |  |
| ***Current Residence*** |  | ***Legal Address*** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| ***Contact Number*** |  | ***Electronic Mail (e-mail)*** |

|  |  |  |
| --- | --- | --- |
|  |  | Data Controller note  Data Processor note |
| ***Field of Activity*** *note* |  | ***Processes Data as:*** |

|  |
| --- |
| Evidence:  Annex № |

**Representative of Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| ***Name and Surname / Title*** |  | ***Identification Number*** |  | ***Current Residence*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| ***Legal Address*** |  | ***Contact Number*** |  | ***Electronic Mail (Email)*** |
| Evidence: *note*  Annex № | | | | |

**Special Representative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| ***Title / Name and Surname*** |  | ***Legal Form*** |  | ***Identification Number*** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| ***Current Residence*** |  | ***Legal Address*** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| ***Contact Number*** |  | ***Electronic Mail (e-mail)*** |

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| Evidence:  Annex № |

**Information Regarding the Technical Means Used in Georgia for Data Processing**

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| **Title of technical means** |
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| --- |
| **Location of technical means (address)** |
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| --- | --- |
| **The individual/body responsible for the administration/supervision of any technical means (if applicable)** | |
|  |
|  | | |

**List of attached documents**

|  |  |
| --- | --- |
| Annex №1: |  |
| Annex №2: |  |
| Annex №3: |  |
| Annex №4: |  |
| Annex №5: |  |

**Signature of the Applicant and Date**

|  |  |
| --- | --- |
|  |  |
| Signature of the applicant | **date** |

|  |
| --- |
| **General Information about the Special Representative** |
|  |
| * In the case of data processing by a controller/processor who is registered outside Georgia using the technical means available in Georgia, the controller/processor is obliged to appoint or designate a special representative in Georgia before data processing using the technical means available in Georgia. The special representative shall be registered in the manner established by a normative act issued by the Personal Data Protection Service. |
|  |
| * A controller shall have the right to data processing only after the registration of a special representative. |
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| * A special representative is obliged to comply with a request and/or decision made by the head of the Personal Data Protection Service in the manner provided for by law. |
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| * A data subject shall have the right to request, through a special representative, the exercise of his/her rights in relation to a controller/processor registered outside Georgia |
|  |
| * The appointment of a special representative shall not relieve a controller/processor registered outside Georgia from the obligation to respond to the request and/or decision made in relation to the relevant controller/processor by the President of the Personal Data Protection Service in the manner provided for by law. |
|  |
| * The obligation of the appointment of special representative, shall not apply to a controller/processor, which is founded in a member state of the European Union, in which case the personal data protection rules applicable in the European Union will apply. |
|  |
| * The obligation of the appointment of special representative, shall not apply to a controller/processor, which is founded in a state with adequate data protection rules recognised by the European Union. |

***If you have any questions or suggestions regarding the application form, please contact us at (+995 32) 242 1000 or email us at office@pdps.ge.***