



# Purpose form

This form is for adding a purpose to a notification. A purpose form must be completed for **each** new purpose.

You must quote your security number or the form will be returned.

<b>Data controller name:</b>	
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<b>Registration number:</b>	
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<b>Security number:</b>	
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<b>Purpose title:</b>		See Section 3.1.8 of the notification handbook for a full list
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<b>Write a brief description here – only if <u>none</u> of the standard purposes apply:</b>	
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<b>Data subject codes:</b>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>											See Section 3.1.9 of the notification handbook for a full list
Write additional descriptions here – only if none of the standard descriptions apply:	_____											

<b>Data class codes:</b>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>											See Section 3.1.10 of the notification handbook for a full list
Write additional descriptions here – only if none of the standard descriptions apply:	_____											

<b>Recipient codes:</b>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>											See Section 3.1.11 of the notification handbook for a full list
Write additional descriptions here – only if none of the standard descriptions apply:	_____											

<b>Transfers:</b>	<input type="checkbox"/> None outside EEA <input type="checkbox"/> Worldwide	See Section 3.1.12 of the notification handbook for a full list of the countries in the EEA
If there are more than 10 countries indicate worldwide	Name individual countries below _____	

## Declaration:

To the best of my knowledge and belief, the particulars given in this form and on any continuation sheets are correct and complete. I confirm that I am the data controller named overleaf or that I am authorised to act on behalf of the data controller.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Job title \_\_\_\_\_

Date \_\_\_\_\_

Telephone number \_\_\_\_\_

**Please note:** Once you have notified you must keep your register entry up to date. When any part of your entry becomes inaccurate or incomplete you must inform us. This action must be taken as soon as practicable and in any event within a period of 28 days from the date on which your entry became inaccurate or incomplete. Failure to do so is a criminal offence.

**Send this form together with your Part 1 and Part 2 if making a new notification or  
If amending an existing notification send to:**

Notification Department (Changes Section),  
Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
or fax to 01625 545748.