



# COMPLIANCE NOTICE

## Data Protection Act, No. 3 Of 2021

### ARE YOU A REGISTERED DATA CONTROLLER OR DATA PROCESSOR?

#### Definitions

- Data Controller means a person who, either alone or jointly with other persons, controls and is responsible for keeping and using personal data on a computer, or in structured manual files, and requests, collects, collates, processes or stores personal data from or in respect of a data subject; (Section 2).
- Data Processor means a person, or a private or public body that processes personal data for and on behalf of and under the instruction of a data controller; (Section 2).
- Data Subject means an individual from, or in respect of whom, personal information is processed; (Section 2).

#### What this means



If you determine the purpose/means of processing personal data (Data Controller) or process it for others (Data Processor), you must register with the Office of the Data Protection Commissioner under the Data Protection Act No. 3 of 2021.

#### Required Actions



1. Determine whether your organisation is a Controller or Processor.
2. Prepare and submit the registration application to the Office of the Data Protection Commissioner.
3. Review and align internal policies for retention, security, and breach notification.

#### Who must Register?



- Data Controller — decides why and how personal data is processed.
- Data Processor — processes personal data on behalf of a controller.

If your organisation fits either role, registration is required.

#### Need assistance?



We support organizations in achieving data protection compliance through document preparation, policy updates, and client system alignment with the requirements of the Act.

#### For Inquiries Contact

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Deadline for registration was 31 August 2025, However, Registration is still on-going: Non-compliance is an offence.

Act now — protect your clients and staff. Contact us for a compliance review.