

TO : **Regulated Entities:**

- i. Cyprus Investment Firms**
- ii. Administrative Service Providers**
- iii. Undertakings for Collective Investment in Transferable Securities**
- iv. UCITS Management Companies**
- v. Alternative Investment Fund Managers**
- vi. Alternative Investment Funds**
- vii. Alternative Investment Funds with a Limited Number of Persons**

FROM : **Cyprus Securities and Exchange Commission**

DATE : **17 May 2017**

CIRCULAR NO. : **C207**

SUBJECT : **Compliance with article 7(1) of the Processing of Personal Data (Protection of Individuals) Law 138(I)/2001 (the “Law”) – Notification to the Commissioner about the establishment and operation of a filing system or the commencement of processing**

The Cyprus Securities and Exchange Commission (the “CySEC”) hereby draws the attention of the Regulated Entities to the legal obligation they had to notify to the Commissioner of the Protection of Personal Data (the “Commissioner”), by the end of April 2017, the information provided in article 7 of the Law regarding the processing of personal data.

More specifically:

1. The Law applies to any processing of personal data which form part of a filing system or are intended to form part of a filing system and where this processing is performed by a controller established in the Republic.

To this extent, it is hereby clarified that any Regulated Entity that performs such processing falls under the term of controller.

2. In accordance with the provisions of article 7(1) of the Law:

“The controller must notify the Commissioner in writing about the establishment and operation of a filing system or the commencement of processing.”

3. The Regulated Entities must fill in and submit to the Commissioner, in relation to their clients' records, the General Notification Form for the 'Establishment and Operation File / Start Processing' and the Specific Notification Form for the 'Established and Operation File / Start Processing for Closed Circuit Video Surveillance', where relevant.

The General and Specific Notification Forms (the "Forms") are available [here](#) and are only available in Greek.

4. Instructions for filling out the Forms can be found at the end of each Form. For any inquiries in completing the Forms, please contact the Commissioner's Office at: (+357) 22 818456.
5. The Forms can be submitted via post, email or fax, as follows:
 - i. Address: P.O. Box 23378, 1682 Nicosia,
 - ii. Email: commissioner@dataprotection.gov.cy,
 - iii. Fax: (+357) 22 304565.
6. CySEC urges the Regulated Entities to immediately comply with the above mentioned requirement in case they have not responded so far.

Yours sincerely,

Demetra Kalogerou
Chairman, Cyprus Securities and Exchange Commission