



PRIOR CONSULTATION REQUEST FORM

Exclusively for requests submitted by controllers for prior consultation of the HDPa under Article 36 GDPR.

Fill in this form using capital letters. The fields with an asterisk () are mandatory.*

Legal name of entity/name *:			
Title:			
VAT number *:		General Electronic Commercial Registry (G.E.MI.) number:	
Address*	Street:		Number:
	Postcode:	City:	
	Country:		
	e-mail:		
Contact phone number/s:			
DPO announcement registration number (if applicable)*:			

2. Controller's representative contact details¹

Legal name of entity/name *:			
Address*	Street:		Number:
	Postcode:	City:	
	Country:		
	e-mail:		
Contact phone number/s:			

3. Data Protection Officer's or contact person's contact details*²

Name :
Capacity:
E-mail:
Contact phone number/s:

¹ To be filled only by controllers not established in the Union who are obliged, under Art. 27 GDPR, to designate a representative.

² If you have a Data Protection Officer, please specify here his/her contact details and/or state the registration number of the DPO announcement to the HDPa. Otherwise, specify the contact details of a contact person. The HDPa will use this information for clarifications in connection with the prior consultation request.

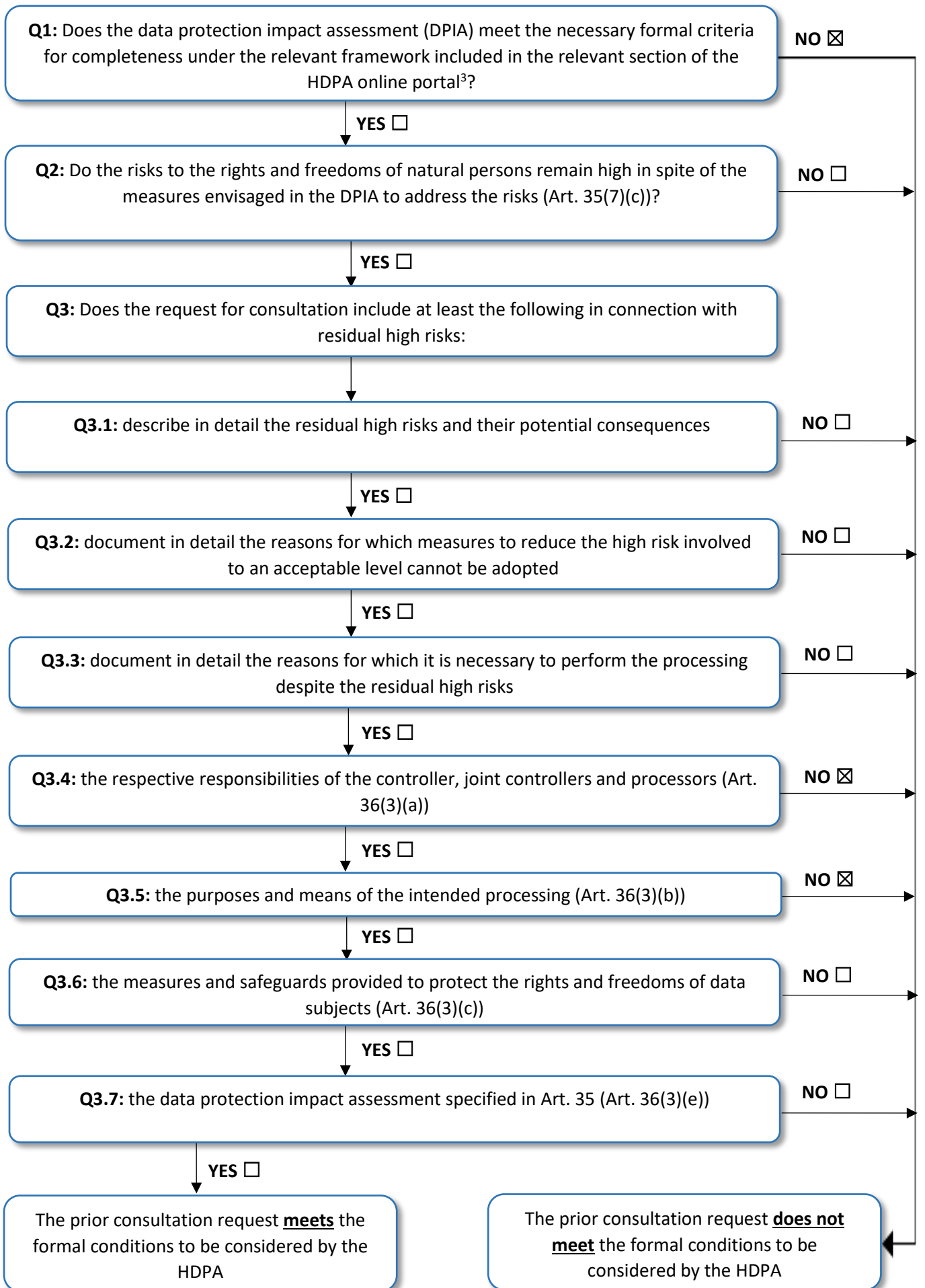
4. Processor's contact details

Legal name of entity/name *:	
Title:	
VAT number *:	General Electronic Commercial Registry (G.E.MI.) number:
Address*	Street: _____ Number: _____
	Postcode: _____ City: _____
	Country: _____
	e-mail: _____
Contact phone number/s:	
DPO announcement registration number (if applicable)*:	

5. Verification of the necessary formal criteria for completeness of the prior consultation request*³

(Please verify whether the prior consultation request meets the necessary formal conditions to be considered by the HDPa. In case not all of those conditions are met (the 'YES' box must be checked in every question) the grounds for submitting the relevant request to the HDPa cannot be documented.)

³ One of the conditions required for the prior consultation request to be considered by the HDPa is to verify that all the necessary formal criteria for completeness of the DPIA are met under the relevant framework included in section "data protection impact assessment" of the HDPa online portal https://www.dpa.gr/en/Organisations/Impact_Assessment.



6. Description and documentation of the prior consultation request* *(Please describe and document the request for consultation by filling in at least all the sections below – if there is not enough space please attach your request to a separate document that follows the structure of this field and includes at least the following sections. Attach the DPIA document)*

1. Describe the consultation request:

2. Describe in detail the residual high risks and their potential consequences (Q3.1):

3. Document in detail the reasons for which measures to reduce the high risk involved to an acceptable level cannot be adopted (Q3.2):

4. Document in detail the reasons for which it is necessary to perform the processing despite the residual high risks (Q3.3):

5. Describe the respective responsibilities of the controller, joint controllers and processors (Art. 36(3)(a)) (Q3.4):

6. Describe the purposes and means of the intended processing (Art. 36(3)(b)) (Q3.5):

7. Describe the measures and safeguards provided to protect the rights and freedoms of data subjects (Art. 36(3)(c)) (Q3.6):

8. Other (please state any other evidence considered necessary for documenting the prior consultation request):

9. Is the data protection impact assessment specified in Art. 35 (Art. 36(3)(e)) attached (Q3.7)

YES

7. Relevant documents/evidence *(Please number the attached documents)*

1
2
3
4
5
6
7
8
9

8. Information notes

- Third party access to the documents of the case compiled following your request is subject to the Greek legislation regulating access to public documents.
- If deemed necessary for the performance of its competence, especially in cases of cross-border processing, the HDPa may forward the case file to competent authorities and organizations within the EU. In this case, third party access to the case file is subject to the legislation on the access to public documents of the member state.
- Information included in the case file is kept in the HDPa's records for a period of 5 years after the case has been resolved, except for the administrative acts of the HDPa.
- For exercising the data subject's rights (access, rectification and restriction) according to Art. 15, 16 and 18 of the GDPR, in relation to data the HDPa is processing during the examination of your request, and data that have been collected by the HDPa in the course of the examination, you may send an email to contact@dpa.gr.
- For any issue concerning the processing of personal data by the HDPa as a controller and assistance regarding the exercise of the aforementioned rights, please contact the DPO of the HDPa at dpo@dpa.gr.

Date	Signature

INSTRUCTIONS FOR COMPLETING THE CONTROLLER PRIOR CONSULTATION REQUEST FORM

Which cases does this specific form cover?

This form is intended for prior consultation requests submitted to the HDPa under Article 36 GDPR concerning the data protection impact assessment (DPIA). It concerns *controllers* who consult the HDPa prior to processing *after they have carried out* a DPIA (under Art. 35 GDPR) which indicates that *the residual risks* stemming from processing are *high*, even after they have implemented measures to mitigate them.

When can I expect a reply from the Hellenic DPA?

Pursuant to Article 36(2) GDPR, the supervisory authority shall, within period of up to eight weeks of receipt of the request for consultation, provide written advice to the controller and, where applicable to the processor, and may use any of its powers referred to in Article 58. That period may be extended by six weeks, taking into account the complexity of the intended processing. The supervisory authority shall inform the controller and, where applicable, the processor, of any such extension within one month of receipt of the request for consultation together with the reasons for the delay.

Those periods shall be suspended until the HDPa has obtained information it has requested for the purposes of the consultation.

Extensive guidelines on specific fields of the form

1. Controller's contact details

Please fill in the contact details of the controller submitting the prior consultation request. The field "DPO announcement registration number" is to be filled in if you have appointed a Data Protection Officer (DPO). In this case, fill in the registration number you received from the HDPa when you announced the DPO's contact details.

2. Controller's representative contact details

Where a controller is not established in the Union, he/she is obliged, under Art. 27 GDPR, to designate in writing a representative in the Union. In this case, fill in the contact details of the designated representative and attach a copy of the document of appointment.

3. Data Protection Officer's or contact person's contact details*

To examine the prior consultation request, the HDPa may need clarifications or further information. If you have a DPO, please fill in their contact details and/or state the registration number of the DPO announcement to the HDPa. In this case, communication will be carried out through the DPO. Otherwise, fill in the contact details of the natural person (e.g. an employee or your representative) who is responsible for facilitating communication with the HDPa, so that communication is carried out through that person.

4. Processor's contact details

Fill in the contact details of processors processing data in connection with the DPIA and the prior consultation request. The field "DPO announcement registration number" is to be filled in if the processor has appointed a Data Protection Officer (DPO). In this case, fill in the registration number the processor received from the HDPa when he/she announced the DPO's contact details.

5. Verification of the necessary formal criteria for completeness of the prior consultation request

Fill in this field to verify whether the prior consultation request meets the necessary formal conditions to be considered by the HDPa. In case not all of those conditions are met (the 'YES' box must be checked in every question) the grounds for submitting a request for consultation cannot be documented). You must also verify that all the necessary formal criteria for completeness of the DPIA relating to the request for consultation are met under the relevant framework (also in this case, the 'YES' box must be checked in every question) which is included in section "data protection impact assessment" on the HDPa online portal (in the English language: https://www.dpa.gr/en/Organisations/Impact_Assessment and in the Greek language: https://www.dpa.gr/el/foreis/ektimisi_adiktipou_kai_diavouleush/ektimisi_adiktipou). Otherwise, the grounds for submitting a prior consultation request cannot be documented.

6. Request for consultation

In this field describe and document the request for consultation by filling in at least all the sections included there. If there is not enough space please attach your request to a separate document that follows the structure of this field and includes all the sections. Attach the DPIA document.

7. Relevant documents/evidence

Fill in the documents/evidence attached to the request for consultation that are necessary for documenting it. The supporting documents should be submitted in copies and not originals. The HDPa shall not give you back the documents.

You should only submit documents that are directly related to your request. If the dispatch of a big number of documents, or pages of a document, is necessary, please underline the points that are directly related to your request.

If you have submitted a large number of attached files that are not directly related to your request, the HDPa may return the documents and ask you to send only the relevant evidence.