



# PERSONAL DATA GUIDANCE NOTE

## **General Information under the GDPR**

July 2018

This Information Sheet sets out the standards you can expect from Companies House Gibraltar when we request or hold information, including but not limited to personal data about you or your enquiries.

In the course of maintaining and administering the public registers the Registrar of Companies, in connection with his obligations under the Companies Act 2014 and related pieces of legislation, will be obliged to collect and hold personal information about individuals that will fall into the categories of public and non-public data.

Information is held on a variety of databases, information stores and systems. We have security measures in place to protect the confidentiality, integrity and availability of our systems and data.

Companies House Gibraltar stores company information on the public register.

This will include information about:

- a company's incorporation
- company accounts
- annual returns
- director or secretary appointments
- shareholder information

When a person is appointed as an officer of a company, the Companies Act 2014 requires certain information to be included as part of their appointment.

For directors and secretaries this will include:

- name
- address
- occupation
- nationality
- date of birth

This doesn't conflict with the Data Protection Act 2004. Section 19 and Schedule 2 of the Data Protection Act 2004 make provision for certain exemptions and adapt the application of some rules of the GDPR. These relate to personal data consisting of information that Companies House Gibraltar is required by certain enactments to make available to the public. As per section 19 and Schedule 2, if the application of

those GDPR provisions would prevent Companies House Gibraltar from complying with its legal obligations, the GDPR provisions are not to apply.

The categories of information listed above are important pieces of information. They allow the information held by Companies House Gibraltar to be as unique as possible, and for those searching information at Companies House Gibraltar to establish identity.

We keep statutory information for all companies indefinitely. Information on live companies is available online at all times; information on dissolved companies can be made available on request.

## **Public data**

Under the Companies Act 2014 and related legislation, we will:

- only ask for relevant information
- put this information on the public record
- make it available to the public

As the Companies Act 2014 requires us to keep the public register, we have no control over the actions of anyone who obtains or uses data from it. This includes people using internet search engines.

## **Non-public data**

When we request personal information, we will:

- make sure you know why we need it
- collect only relevant information
- protect it and make sure nobody has access to it who shouldn't
- only keep it for as long as necessary

In return, we ask you to:

- give us accurate information
- tell us as soon as possible if there are any changes

## **Contact**

Contact Companies House Gibraltar at [mail@companieshouse.gi](mailto:mail@companieshouse.gi) for further information about:

- how to find out what information we hold about you (requests for information may take up to one month);
- when we pass on your personal information without telling you - for example, to prevent crime or to assist any Government Departments with exercising their functions.

For information and advice about data protection, privacy and data-sharing issues, visit the website of the Gibraltar Regulatory Authority: [www.gra.gi](http://www.gra.gi)

For further information, or to make a request for information, contact [mail@companieshouse.gi](mailto:mail@companieshouse.gi)

### **Registry Contact Details**

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