



**PRIVACY POLICY – DOT DM Corporation**  
Commonwealth of Dominica ccTLD (.dm)

Modified: 08 May 2018 V1.2

**1. OBJECTIVES:**

**1.1** The objectives of this Privacy Policy are:

- (1) To disclose to the Registrant, and in doing so obtain the Registrant's consent, to the fact that the Personal Information provided by the Registrant may be dealt with in the following manner by DOT DM Corporation ("DOT DM"):
  - (a) Personal Information shall be collected in the form of a Registrant database, which is used, maintained and corrected from time to time in accordance with this Policy;
  - (b) Personal Information shall be collected by DOT DM for the purpose of the storage and maintenance of the Personal Information. DOT DM shall not disclose or transfer the Personal Information to any third party other than the .dm ccTLD Escrow Agent unless under the circumstances detailed in the "Use and disclosure" section of this Policy;
  - (c) All personal information about the Registrant which is supplied to DOT DM or an accredited registrar is held by DOT DM for the benefit of the Commonwealth of Dominica community and may be required to be publicly disclosed to third parties and used to maintain a public "Whois" service, provided that such disclosure is consistent with the DOT DM Policies.
- (2) To outline DOT DM's procedures for the appropriate collection, holding, use, correction, disclosure and transfer of a Registrant's Personal Information by DOT DM;
- (3) For DOT DM to undertake the requirements of paragraph 1.1(1) in such a way so as to ensure that DOT DM:
  - (a) meets International concerns and obligations relating to privacy;

- (b) recognises a Registrant's interests in protecting their privacy;
- (c) recognises important human rights and social interests that compete with privacy, including the general desirability of a free flow of information and the right of DOT DM to achieve its objectives efficiently; and
- (d) encourages Registrants to provide and maintain accurate and reliable contact details with the knowledge that DOT DM will respect their privacy.

## 2. DEFINITIONS

2.1 "**DOT DM**" means DOT DM

2.2 "**Domain**" means a .dm domain name applied for by a Registrant, whose registration has been processed and accepted by DOT DM;

2.3 "**Escrow Agent**" means a third party contracted to perform data escrow services for DOT DM. The data escrow arrangement with the Escrow Agent will ensure the transfer of all relevant DNS data and Registrant information, including Personal Information to a nominated replacement/back-up system and will ensure the safety and integrity of the .dm country code Top Level Domain ("ccTLD") Database; The Escrow Agent is prohibited from use or disclosure of the .dm ccTLD Data unless that use or disclosure is deemed essential to ensure the stability and integrity of the .dm ccTLD;

2.4 "**Identifier**" for the purposes of Paragraph 10 includes a number assigned by DOT DM to an individual to identify uniquely the Registrant for the purposes of DOT DM's operations. However, an individual's name is not an *identifier*;

2.5 "**Personal Information**" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a Registrant whose identity is apparent, or can reasonably be ascertained, from the information or opinion provided by the Registrant including information contained in applications for DOT DM domain names;

2.6 "**Policy**" means the contents of the DOT DM Privacy Policy and any amendments or updates to the Policy made by DOT DM from time to time and posted on the DOT DM website;

2.7 "**Sensitive Information**" means Personal Information that would be considered to be "sensitive" under the DOT DM Policies

**2.8 "Registrant"** means the individual, entity or the Authorised Agent for the individual or entity who is responsible for a DOT DM domain name, whose registration has been processed and accepted by DOT DM;

**2.9 "Whois Service"** means the service provided by DOT DM to the public, as described in Paragraph 3 of this Policy, which is available at <http://www.nic.dm>.

### **3. Commonwealth of Dominica ccTLD "Whois" SERVER IMPLICATIONS:**

**3.1** DOT DM will maintain a publicly accessible information service known as the .dm ccTLD "Whois" service which will provide limited information in relation to a Domain as follows:

- (1) technical information on the DNS servers resolving a Domain;
- (2) the date the Domain was inserted into the .dm ccTLD registry;  
and
- (3) the date of last modification.
- (4) the date of expiration.

**3.2** DOT DM shall not release a Registrant's phone numbers, addresses or email contact details without the consent of the Registrant, unless under Accredited Registrars the circumstances detailed in "Use and Disclosure" section below.

**3.3** DOT DM is required, as a condition of its Accreditation, to provide Registrants with the tools to make visible Extended "Whois" Information on .dm ccTLD domains registered through them.

### **4. COLLECTION**

**4.1** DOT DM shall only collect Personal Information necessary for one or more of its functions or activities:

- (1) as the trustee for the .dm ccTLD Database;
- (2) the provision of the "Whois" Service;
- (3) to contact the Registrant as necessitated by the .dm ccTLD Policies.

**4.2** The "Primary Purpose of Collection" by DOT DM shall be for one of the necessary functions or activities of DOT DM as described in Paragraph 4.1 above and DOT DM will exercise its reasonable endeavours to ensure that:

- (1) DOT DM shall collect Personal Information only by lawful and fair means and not in an unreasonably intrusive way.
- (2) At or before the time (or, if that is not practicable, as soon as practicable after) DOT DM collects Personal Information about a Registrant from the Registrant, DOT DM shall take reasonable steps to ensure that the Registrant is aware of:
  - (a) the identity of DOT DM and the Escrow Agent and how the Registrant may contact DOT DM; and
  - (b) the fact that the Registrant is able to gain access to the Personal Information; and
  - (c) the purposes for which the Personal Information is collected (as outlined in the Paragraph 4.1 above); and
  - (d) the organisations (or the types of organisations) to which DOT DM usually discloses the Personal Information; and
  - (e) any Law that requires the particular Personal Information to be collected; and
  - (f) the main consequences (if any) for the Registrant if all or part of the Personal Information is not provided.
- (3) If it is reasonable and practicable to do so, DOT DM shall collect Personal Information about a Registrant only from that individual.
- (4) If DOT DM collects Personal Information about the Registrant from someone else, it shall take reasonable steps to ensure that the Registrant is or has been made aware of the matters listed in the “Objectives” paragraph 1 above except to the extent that making the Registrant aware of the matters would pose a serious threat to the life or health of any individual.

**4.3** DOT DM’s website does not utilise “cookies” or other technology to collect user information or track usage. DOT DM’s website may feature links to other websites. DOT DM is not responsible for the content and privacy practices of such other websites.

## **5. USE AND DISCLOSURE**

**5.1** DOT DM shall NOT use or disclose Personal Information about a Registrant for a purpose (the Secondary purpose) other than the Primary Purpose of Collection unless:

- (1) the Registrant has consented to the use or disclosure; or

- (2) DOT DM reasonably believes that the use or disclosure is necessary to lessen or prevent:
  - (a) a serious and imminent threat to an individual's life, health or safety; or
  - (b) a serious threat to public health or public safety; or
  - (c) DOT DM has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the Personal Information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities; or
  - (d) the use or disclosure is required or authorised by or under law; or
  - (e) DOT DM reasonably believes that the use or disclosure is reasonably necessary for one or more of the following by or on behalf of an enforcement body:
    - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;
    - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
    - (iii) the protection of the public revenue;
    - (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct; or
    - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.
- (3) the disclosure is required for the technical provision of the .DM ccTLD database.

**5.2** DOT DM shall lawfully co-operate with Agencies performing Law Enforcement functions.

**5.3** This "Use and disclosure" section in this paragraph 5 does not override any existing legal obligations not to disclose Personal Information. Nothing in this "Use and disclosure" paragraph 5 requires DOT DM to disclose Personal Information in the absence of a legal obligation to disclose it.

**5.4** DOT DM is also subject to the requirements set out in the “Transfer of data flows” section in paragraph 12 of this Policy if it transfers Personal Information to a person in a foreign country, situated outside of the Commonwealth of Dominica.

**5.5** If DOT DM uses or discloses Personal Information under this “Use and disclosure” paragraph 5, it shall make a written note of the use or disclosure, and except where requested by a Law Enforcement Agency, inform the Registrant by Post AND EMAIL of the identity of the requesting entity and stated reasons for the release of the information. These reasons must be one of the stated reasons in paragraph 5.1(2).

## **6. DATA QUALITY**

**6.1** DOT DM shall take reasonable steps to make sure that the Personal Information it collects, uses or discloses is accurate, complete and up-to-date.

## **7. DATA SECURITY**

**7.1** DOT DM shall take reasonable steps to protect the Personal Information it holds from misuse and loss and from un-authorized access, modification or disclosure.

**7.2** DOT DM shall take reasonable steps to destroy Personal Information if it is no longer needed for any purpose for which the information may be used or disclosed under the “Use and disclosure” section of this Policy.

## **8. OPENNESS**

**8.1** This Policy sets out DOT DM's Policies on its management of Personal Information. DOT DM shall make this document available to anyone who asks for it.

**8.2** On request by any person, DOT DM shall take reasonable steps to let the person know, generally, what sort of Personal Information DOT DM holds, for what purposes, and how it collects, holds, uses and discloses that information.

## **9. ACCESS AND CORRECTION**

**9.1** If DOT DM holds Personal Information about a Registrant, it shall provide the Registrant with access to the information on request by the Registrant, except to the extent that:

- (1) in the case of Personal Information, providing access would pose a serious and imminent threat to the life or health of any individual; or

- (2) providing access would have an unreasonable impact upon the privacy of other individuals; or
- (3) the request for access is frivolous or vexatious; or
- (4) the information relates to existing or anticipated legal proceedings between DOT DM and the Registrant and the information would not be accessible by the process of discovery in those proceedings; or
- (5) providing access would reveal the intentions of DOT DM in relation to negotiations with the Registrant in such a way as to prejudice those negotiations; or
- (6) providing access would be unlawful; or
- (7) denying access is required or authorised by or under law; or
- (8) providing access would be likely to prejudice an investigation of possible unlawful activity; or
- (9) providing access would be likely to prejudice:
  - (a) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law; or
  - (b) the enforcement of laws relating to the confiscation of the proceeds of crime; or
  - (c) the protection of the public revenue; or  
seriously improper conduct or prescribed conduct; or
  - (e) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders; by or on behalf of an enforcement body; or
  - (f) an enforcement body performing a lawful security function asks DOT DM not to provide access to the information on the basis that providing access would be likely to cause damage to the security of the Commonwealth of Dominica.

**9.2** However, where providing access would reveal evaluative information generated within DOT DM in connection with a commercially sensitive decision-making process, DOT DM may give the Registrant an explanation for the commercially sensitive decision rather than direct access to the information.

- 9.3** If DOT DM charges for providing access to Personal Information, those charges:
- (1) shall not be excessive; and
  - (2) shall not apply to the lodging of a request for access by Registrants to their own Personal Information.
- 9.4** If DOT DM holds Personal Information about a Registrant and the Registrant is able to establish that the information is not accurate, complete and up-to-date, DOT DM shall take reasonable steps to correct the information so that it is accurate, complete and up-to-date, as requested by the Registrant.
- 9.5** If the Registrant and DOT DM disagree about whether the Personal Information is accurate, complete and up-to-date, and the Registrant asks DOT DM to associate with the information a statement claiming that the information is not accurate, complete or up-to-date, DOT DM shall take reasonable steps to do so.
- 9.6** DOT DM shall provide written reasons for denial of access or a refusal to correct Personal Information under this paragraph 9 in relation to "Access and correction".

## **10. IDENTIFIERS**

- 10.1** DOT DM shall not adopt as its own identifier of a Registrant, an identifier of the Registrant that has been assigned by:
- (1) an agency; or
  - (2) an agent of an agency acting in its capacity as agent; or
  - (3) a contracted service provider for a government contract acting in its capacity as contracted service provider for that contract.
- 10.2** DOT DM shall not use or disclose an identifier assigned to an individual by an agency, or by an agent or contracted service provider mentioned in paragraph 10 in relation to "Identifiers" unless:
- (1) the use or disclosure is necessary for DOT DM to fulfill its obligations to the agency; or
  - (2) one or more of the requirements in relation to "Use and disclosure" in paragraph 5.1 applies to the use or disclosure.



## **11. ANONYMITY**

**11.1** A Registrant's request not to be identified when entering transactions with DOT DM shall be considered by DOT DM on a case by case basis, in its sole discretion, although DOT DM will endeavour to honour such request wherever it is lawful or practicable to do so.

## **12. TRANS-BORDER DATA FLOWS**

**12.1** DOT DM may transfer Personal Information to someone (other than DOT DM, its affiliates or the Registrant) who is in a foreign country only if:

- (1) DOT DM reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the privacy principles under DOT DM Policies; or
- (2) The Registrant consents to the transfer; or
- (3) The transfer is necessary for the performance of a contract between the Registrant and DOT DM, or for the implementation of pre-contractual measures taken in response to the Registrants request; or
- (4) The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the Registrant between DOT DM, its affiliates or a third party; or
- (5) All of the following apply:
  - (a) the transfer is for the benefit of the Registrant;
  - (b) it is impracticable to obtain the consent of the Registrant to that transfer; and
  - (c) if it were practicable to obtain such consent, the Registrant would be likely to give it; or
- (6) DOT DM has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with its privacy principles.

## **13. SENSITIVE INFORMATION**

**13.1** DOT DM shall not collect sensitive information about a Registrant unless:

- (1) the Registrant has consented; or
- (2) the collection is required by law; or

- (3) the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the Registrant whom the information concerns:
  - (a) is physically or legally incapable of giving consent to the collection; or
  - (b) physically cannot communicate consent to the collection; or
- (4) where the information is collected in the course of the activities of a Non-profit Organisation the following conditions are satisfied:
  - (a) the information relates solely to the members of DOT DM or to individuals who have regular contact with it in connection with its activities;
  - (b) at or before the time of collecting the information, DOT DM undertakes to the Registrant whom the information concerns that DOT DM will not disclose the information without the Registrant's consent; or
- (5) the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

#### **14. REVIEW OF POLICY:**

**14.1** DOT DM reserves the right to review or revise this policy at any time and those people who volunteer their personal details to DOT DM are deemed to acknowledge and be bound by this Policy and any changes made to it. This in no way affects the privacy protection available under other relevant laws including the Laws of the Commonwealth of Dominica.