Data Protection Registration

Do you need to register?

Answer the following questions to assess your obligations to register:

1. Do you collect names, addresses, phone numbers, email addresses etc.?
2. Do you use names, addresses, phone numbers, email addresses etc. in your day-to-day business?
3. Do you share names, addresses, phone numbers, email addresses etc. with other organisations?
4. Do you send newsletters or marketing to your customers and / or potential customers?
5. Do you use CCTV cameras in your business?

Download the
Office of the Commissioner's Checklist
(315KB)

If you have answered YES to any of these questions, then you need to register your business with the Jersey Office of the Information Commissioner.

Registering with the Jersey Office of the Information Commissioner in 8 easy steps

If you use anyone's personal information, such as names, addresses, phone numbers, email addresses, have CCTV or send marketing material to customers – you must comply with the Data Protection (Jersey) Law 2018. One of the first basic steps you need to do is register with the Jersey Office of the Information Commissioner.

Download
8 Easy Steps to Registering
(742KB)

Key considerations

Each data controller and processor needs to make a considered assessment of their personal information processing activities – ensuring that they do not overlook any activity which is infrequent or may be difficult to define as this may impact on their ability to accurately assess their registration obligation requirements.

Remember, you are required to comply with the Law and register with the Commissioner but in any case, good information handling makes good business sense. You'll enhance your business's reputation, increase customer and employee confidence, and by making sure personal information is accurate, relevant and safe, save both time and money. To register with the Commissioner you will first need to Create a User Profile. Any questions or concerns https://oicjersey.org/ or call 716530

Relevant Links

- Office of Information Commissioner
- Data Protection for SMEs
- Data Protection – Frequently asked questions
- Data Protection Definitions

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