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

Be registration ready - before you start you will need;

- Details about the organisation(s), including any additional trading names
- Number of full time equivalent staff
- Past-year's revenue figure
- A list of any companies administered by the organisation
- Credit/debit card (only if this is the chosen method of payment).
- Billing contact details (if not you)

TIP
If you are fee exempt this is the only information you will need.

Please note that you will need to complete your registration in one visit as the process cannot be saved in draft and returned to later. The registration process should take no longer than 15 minutes.

Registrations online via www.jerseyoic.org

→ Find out more
+44 (0) 1534 716530 | **www.jerseyoic.org**

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1 — Visit www.jerseyoic.org
Click on 'login' top right & procced to login page

TIP
If you are NEW to the website or visiting after June 2019 you will need to create a new user profile by clicking on **'create a user profile'**. Enter the email address you want to associate with the account. An email authentication link will then be sent to this address. You MUST action this email to verify your account.

2 — Profile page
You will have 2 options on this page – select the appropriate red button

- Link to an existing registration (you will need your registration number & security code).
- Create a new registration

3 — Organisation details

TIP
Use our video guides at each step of the process.

4 — Duties
Click on the further information button to reveal additional guidance.

TIP
CONTROLLER: the data controller determines the purposes for which and the means by which personal data is processed. So, if your company/organisation decides 'why' and 'how' the personal data should be processed it is the data controller.

PROCESSOR: the data processor processes personal data only on behalf of the controller. The data processor is usually a third party external to the company.

Please note that you can act in both capacities.

5 — Class, employees & revenue

TIP
The number of employees and revenue fields only appear if you select none of the above from classes of processing.

If you pick one of the first 5 classes of processing you may inadvertently be fast tracked to check out ... check if you have selected the correct class of processing.

6 — Additional information

TIP
If applicable...
...for your ease, you can **copy and paste** the names of Administered Companies straight into the box provided.

7 — Payment Page

TIP
Read the declaration carefully before you tick the confirmation box.

For your ease you can pay online by debit or credit card. If paying offline, payment details for BACS, cash or cheque will be detailed on your invoice.

8 — **Congratulations!** Your process is complete.

Registration Complete!