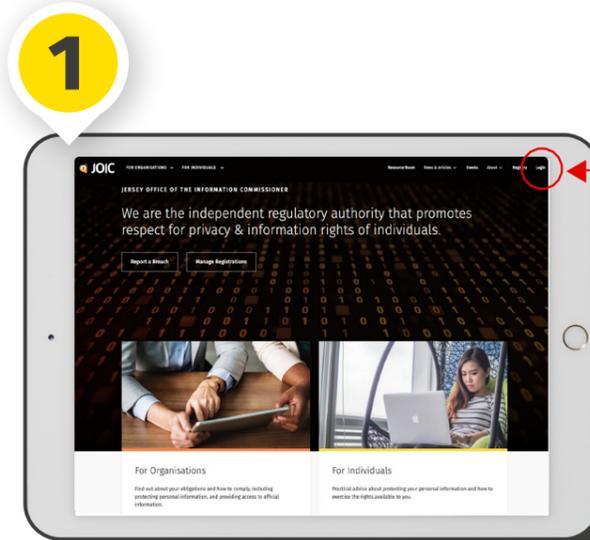


Registering with the Jersey Office of the Information Commissioner in 6 easy steps



 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 us.

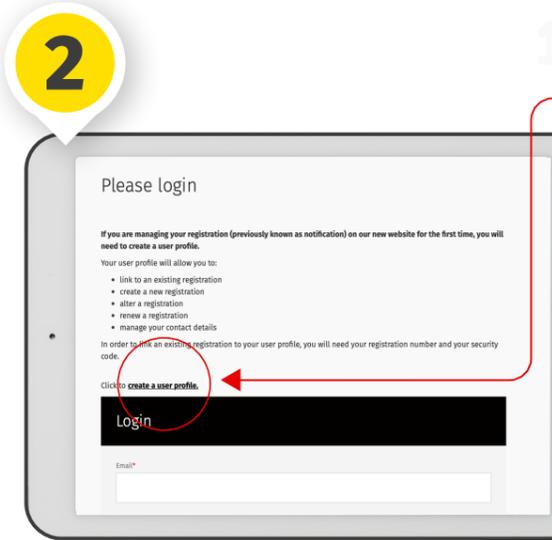
1



Visit
www.jerseyoic.org

Click
on 'login' top right

2



Create a new user profile by clicking on 'create a user profile'.

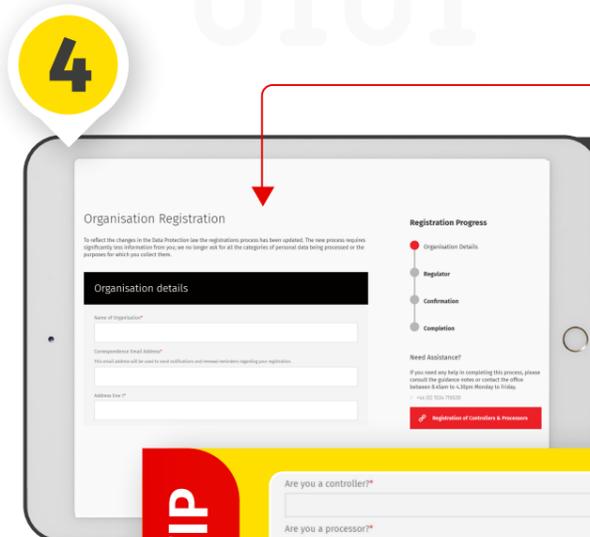
Enter the **email address** you want to associate with the account. An email authentication link will then be sent to this address. You **MUST** action this email to verify your account.

3



Click on 'Create New Registration' button

4



Complete
the Organisation Registration form

TIP

Are you a controller?*

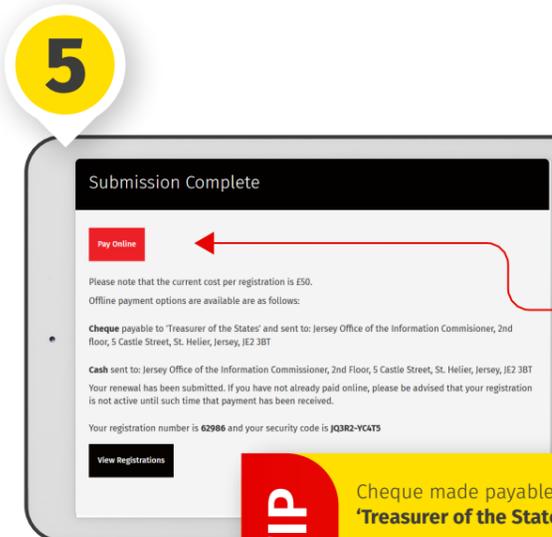
Are you a processor?*

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



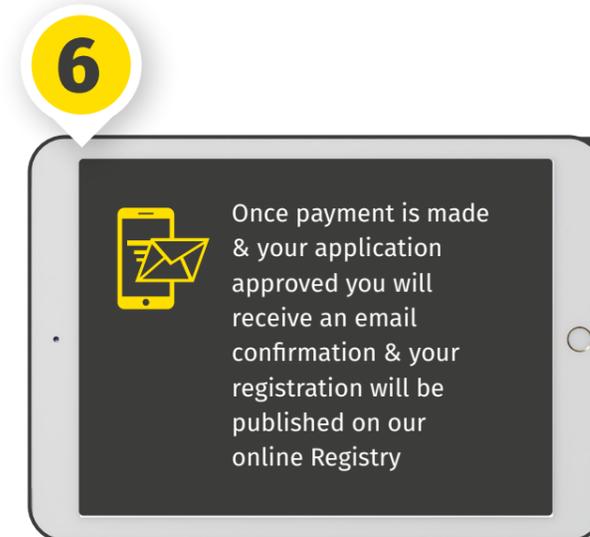
Make payment
online with card, via cheque or cash

TIP

Cheque made payable to 'Treasurer of the States'

Cheque & cash to:
**Jersey Office of the Information Commissioner,
2nd Floor, 5 Castle Street,
St. Helier, Jersey,
JE2 3BT**

6



Once payment is made & your application approved you will receive an email confirmation & your registration will be published on our online Registry

Congratulations!

➔ Find out more
+44 (0) 1534 716530 | Visit
www.jerseyoic.org