

Landlords,  
Joint Landlords,  
Lodging Houses,  
Managing Agents,  
Estate Agents and  
Letting Agents you  
**need to register or  
renew** for data protection.



**JOIC**

JERSEY OFFICE OF THE  
INFORMATION COMMISSIONER

Please **review** the questions below.



**Do you collect names, addresses, phone numbers, email addresses etc.?**

Even for just one tenant? Including non-successful tenant applications?



**Do you use names, addresses, phone numbers, email addresses etc. in your letting or property management activity?**



**Do you share names, addresses, phone numbers, email addresses etc. with other organisations?**



**Do you use CCTV cameras?**

If in doubt whether the above applies to you, please call our office +44 (0) 1534 716530.

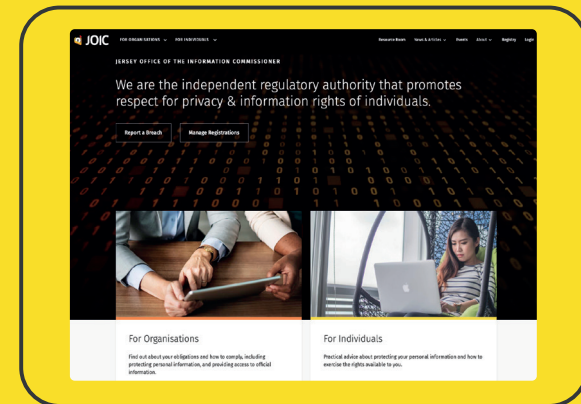
If you have answered **YES** to any of these questions, then the Data Protection (Jersey) Law 2018 requires that you register with the Jersey Office of the Information Commissioner.

## How do you register or renew?



1

Please visit [www.jerseyoic.org](http://www.jerseyoic.org)



2

Follow the **online steps** to complete your registration or renewal.



It is a criminal offence to use personal information without being registered with our office.

# Remember that your obligations extend beyond just registering with the JOIC

## Some of the key things you need to do;



*Know what personal information you use and why.*



*Have the appropriate technical, physical & organisational security in place to protect personal information.*



*Let tenants know how you are using their personal information.*



*Remember you can only use personal information for the purpose you collect it.*



*It is your responsibility to keep the personal information you use accurate and up to date.*



*Individuals have rights under the Data Protection (Jersey) Law 2018. Familiarise yourself with these rights because you are required to respond to an individual's request.*

→ To help you navigate your data protection responsibilities and individual rights, explore our data protection toolkits and guidance online at [www.jerseyoic.org](http://www.jerseyoic.org)

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