

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

## Be registration ready - before you start you will need;

- General details (such as name, any registered business names, address, contact details);
- The number of full-time equivalent employees;
- Past-year's revenue figure;
- If applicable, a list of any companies administered by the organisation;
- Billing contact details (if not you).

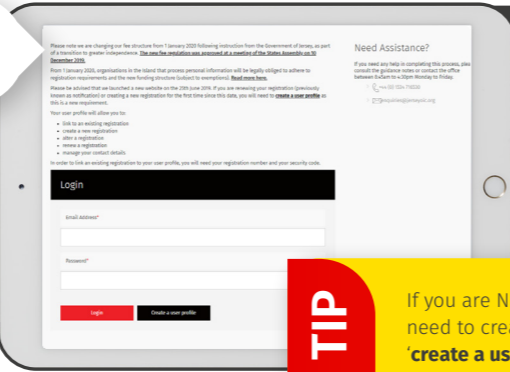
**TIP** If you are fee exempt this is the only information you will need.

**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](http://www.jerseyoic.org)

➔ Find out more  
+44 (0) 1534 716530 | [www.jerseyoic.org](http://www.jerseyoic.org)

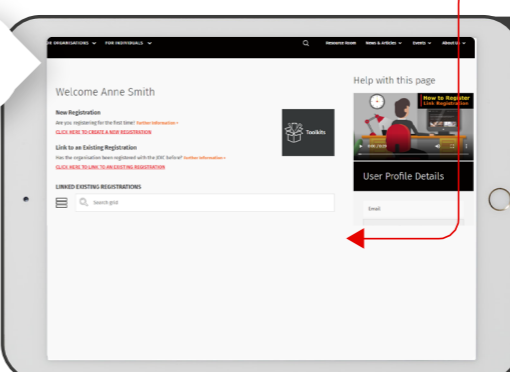
**1**



**Visit [www.jerseyoic.org](http://www.jerseyoic.org)**  
**Click on 'login' top right & proceed to login page**

**TIP** If you are NEW to the website, you will need to create a 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.

**2**

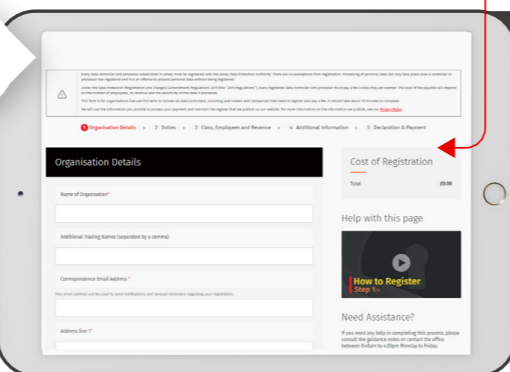


**Profile page**  
**On this page, you will be able to:**

- Create a new registration
- Link to an existing registration (registration number & security code required)
- Renew an existing registration (once linked)
- Undertake any updates



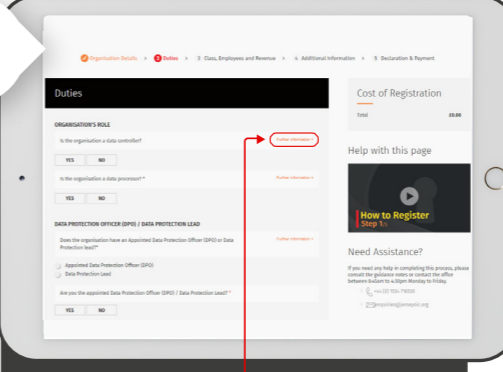
**3**



**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.**

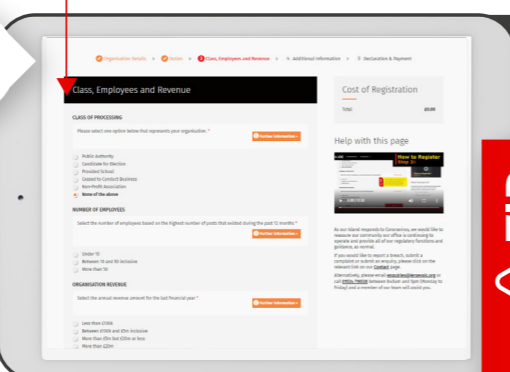
**TIP**

**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.**

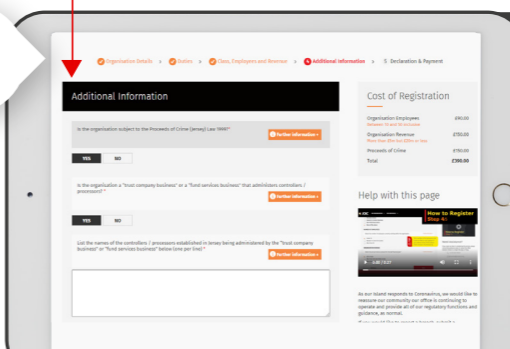
**5**



**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, for a new registration, you can copy and paste the names of administered controllers / processors straight into the box provided.

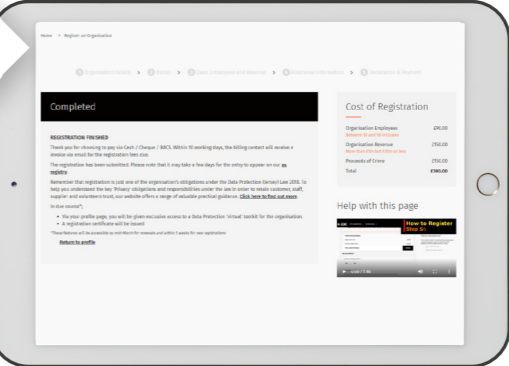
**7**



**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 or cheque will be detailed on your invoice.

**8**



**Registration Complete!**