



REGISTRATION RENEWAL PREPARATION CHECKLIST

Are you renewal ready? **ALL** Jersey organisations that process (use) people's personal information must **RENEW** their registration with our office between January and February to continue processing.

To make the renewal process as smooth as possible for yourself, we are recommending a spot of housekeeping.

1 CHECK YOUR USER PROFILE

- » Check to make sure your user profile is still active on our website. To do this, visit www.jerseyoic.org/membership and login
- » Make sure you have all your relevant login details (username and password) if not, please contact us for support.
- » Make sure you are already linked to your existing registration and your correspondence email address is up-to-date.

2 TO PROCEED WITH YOUR RENEWAL, YOU WILL NEED TO KNOW:

Number of employees as per the bands below

- » Less than 10 employees
- » Between 10 and 50 employees inclusive
- » 51 employees or more

Know your past-year revenue band as per the bands below:

- » Less than £100k
- » Between £100k and £5 million inclusive
- » More than £5 million but £20 million or less
- » More than £20 million

3 PAYMENT METHOD

- » You can pay for your renewal in the following ways: BACS, cheque, debit or credit card. You will need to allow enough time for your payment to clear by the last day of February.

The registration renewal window runs from 1 January to the last day of February and **all payments must be received by the last day of February.**

The renewal covers all processing of personal data for the forthcoming year.

Remember that registration is just one obligation under the Data Protection (Jersey) Law 2018. To help you understand the key obligations and responsibilities under the law, we have created a one stop shop of data protection guidance via our JOIC toolkits. The toolkits have been designed as a quick and easy way to help small, medium and large organisations navigate data protection through a blend of infographics, step-by-step guidance, templates, checklists and videos and can be accessed at www.jerseyoic.org/toolkits. If you have any questions, please contact our office on 01534 716530 or at enquiries@jerseyoic.org