

# Data protection – register your organisation

This form is for organisations (we use this term to include all data controllers, including sole traders, companies, and MPs) that need to register with the ICO under the Data Protection Act.

It should take about 10 minutes to complete. Once you have completed it, save this PDF, attach it to an email and send it to [fy\[ghfU\]cb4 \]W"cf\["i](mailto:fy[ghfU]cb4 ]W).

We will use the information you provide to administer your registration and maintain the public register. We will publish all the information you provide, except where we say otherwise.

## 1. About you

### **Organisation type:**

If you selected 'Other', please give details:

### **Organisation name:**

Please provide the correct legal title of the data controller. Examples are given below.

- Sole traders: provide the full name of the individual, eg Anna Katherine Smith.
- Partnerships: provide the trading name of the firm, eg Buttersfield & Co.
- Limited or public limited companies: provide the full name of the company, eg ABC Limited, not your trading name.
- Groups of companies: groups of companies cannot submit a single notification. Individual companies who are data controllers must notify separately.
- Schools: provide the name of the school, eg Hazeldown School. In Scotland, only schools in the independent sector need to register; all other schools are covered within the relevant local authority notification.
- Others, eg voluntary bodies: provide the name by which you are known to the public, eg Vicar of Anytown Church.

### **Address:**

For limited companies, please provide your registered office address

**Company registration number** (if applicable):

**Trading names:**

Please provide any trading names you use.

**Sector:**

**Nature of work:**

Please tell us your nature of work eg childminder, estate agent, housing association. We'll use your answer to help us describe the types of personal data you process. Want to see the full list we use? You can [view the 'nature of work' descriptions](#) on our website.

## 2. What you process data for – additional reasons

Your registration will contain a description of processing based on the nature of work you do. However, we need to know if you process data for additional reasons. Please select below if you process data for the following reasons:

- CCTV for crime prevention
- Consulting and advisory services
- Trading and sharing personal information
- Providing financial services and advice
- Undertaking research

## 3. Data transfers

Do you transfer data outside the European Economic Area?

**Yes**      **No**

## 4. Main contact details

Please give us the details of the person who is responsible for data protection in your organisation. We'll email a copy of the register entry to this address. We'll only ever

use this information to contact you about this registration. We won't publish this information on the public register.

**Title:**

**Name:**

**Job title:**

**Email:**

**Phone:**

**Use the address I provided in '1' above  
Enter another address**

## 5. Tell customers how to contact you

Optional. People, eg customers, have the right to ask you for the data you hold about them. You can opt to provide any of the details below which we will publish on the public register to advise your customers who to address their request to.

**Use the job title I provided above  
Or, other job title:**

**Use the email address I provided above  
Or, other email address:**

**Use the phone number I provided above  
Or, use other phone number:**

**Use the address I provided above  
Or, other address:**

## 6. Other obligations

As well as the obligation to register, the law requires organisations to comply with other rules about the information they process. Please tell us about how you meet your obligations under the Data Protection Act by responding to the following statements. We won't publish this information on the public register, but may contact you on the basis of the responses you give.

Someone in my place of work is responsible for making sure we comply with the Data Protection Act.

**Yes**            **No**

Relevant people in my place of work have been trained in how to handle personal information.

**Yes**            **No**

When collecting personal information, we tell people how we will use it.

**Yes**            **No**

We have a process in place so we can respond to requests for the personal information we hold.

**Yes**            **No**

We keep records of people's personal information up to date and don't keep it longer than necessary.

**Yes**            **No**

We have measures in place to keep the personal data we hold safe and secure.

**Yes**            **No**

## 7. How much will I need to pay?

We only use this information to work out the fee you need to pay. We won't publish this information on the public register.

### 7a. Is your organisation a charity, or does it have exempt charitable status?

**Yes**            The fee for your organisation will be £35. Go to 8.

**No**            Go to 7b.

A 'charity' in England, Wales and Northern Ireland is an institution set up for charitable purposes only. In Scotland, it means a body entered in the Scottish Charity Register. This includes some schools. For a full description of what qualifies as an exempt charity, see [Part 1 of the Charities Act 2006](#) or the [Charities Act \(Northern Ireland\) 2008](#).

### 7b. Does your organisation have more than 249 staff?

**Yes**            Go to 7c.

**No**            The fee for your organisation will be £35. Go to 8.

**7c. Is your organisation a public authority? We will publish this on the public register.**

**Yes** Go to 7e.

**No** Go to 7d.

**7d. Did your organisation have a turnover of £25.9 million or more in the last financial year?**

**Yes** Go to 7e.

**No** The fee for your organisation will be £35. Go to 8.

**7e. Has your organisation been in existence for more than 1 month?**

**Yes** The fee for your organisation will be £500. Go to 8.

**No** The fee for your organisation will be £35. Go to 8.

Please note. There are some organisations that will always pay the £35 fee (Tier 1). You should refer to our leaflet [Notification fee changes – what you need to know](#) for full details.

## 8. Sign and date

**Signature:**

**Date:**

## 9. Sending your application to us

1. Fill in this form and **save it to your computer.**
2. Open a new email, with 'Data protection new registration' in the subject line.
3. Email the completed form to us at [notification@ico.org.uk](mailto:notification@ico.org.uk)

**What happens next?**

We will prepare a draft register entry and email it to you to check, along with details of how to pay.

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