

HOW TO CHECK YOUR ICO REGISTRATION

The Data Protection Act 1988 makes it mandatory for all organisations (including schools, academies and MATs) which process personal information to register (and pay a fee) with the Information Commissioner's Office (ICO). Failure to register is a criminal offence.

The new GDPR will come into force on 25 May 2018. You are not required to re-register on that date – only when your current registration expires.

You can check your ICO registration quickly by following these 4 steps:

Step 1

Search the 'Data Protection Public Register' by clicking on the following link:

<https://ico.org.uk/esdwebpages/search>

Step 2

Complete one or more of the following fields to search:

Registration number - *Your Data Protection Register number.*

Name - *This is the name of the data controller registered [the organisation].*

Address or Postcode

Step 3

Once you've entered your details and clicked on the blue 'SEARCH REGISTER' button, this will bring up a screen entitled 'Data Protection Register – Entry List' which should include your organisation's entry.

Step 4

When you click on your record, you will see your registration details, including the expiry date.

In the unlikely event that you discover that you are not registered, you must register with the ICO by clicking on the following link:

<https://ico.org.uk/registration/new>

Please note:

Data controllers are officially registered from the date the ICO receives a valid form and fee; however at busy times it may take them longer to publish new registrations, renewals and amendments.

When you need to renew your registration, you will be prompted to update your Data Protection Officer contact; in this field you should enter 'School DPO Service.'