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

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.

If in doubt whether the above applies to you, please call our office +44 (0) 1534 716530.
Remember that your obligations extend beyond just registering with the JOIC

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

1. **Know what personal information you use and why.**
2. **Have the appropriate technical, physical & organisational security in place to protect personal information.**
3. **Let tenants know how you are using their personal information.**
4. **Remember you can only use personal information for the purpose you collect it.**
5. **It is your responsibility to keep the personal information you use accurate and up to date.**
6. **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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