



# 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 1 January 2021 and 28 February 2021 to continue processing during 2021.

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

## 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](http://www.jerseyoic.org/membership) and login
- » Make sure you have all your relevant login details which you created in 2019.
- » 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 IN JANUARY, 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. Depending on the cost of your renewal, remember to make sure this does not exceed your card limit. You will need to allow enough time for your payment to clear by 28 February 2021.

The registration renewal window runs from 1 January 2021 to 28 February 2021 and **all payments must be received by 28 February 2021.**

The renewal covers all processing of personal data for 2021.

Remember organisations, non-profits, charities and non-executive directors that are registered with our office have access to 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](http://www.jerseyoic.org). If you have any questions, please contact our office on 01534 716530 or at [enquiries@jerseyoic.org](mailto:enquiries@jerseyoic.org)