



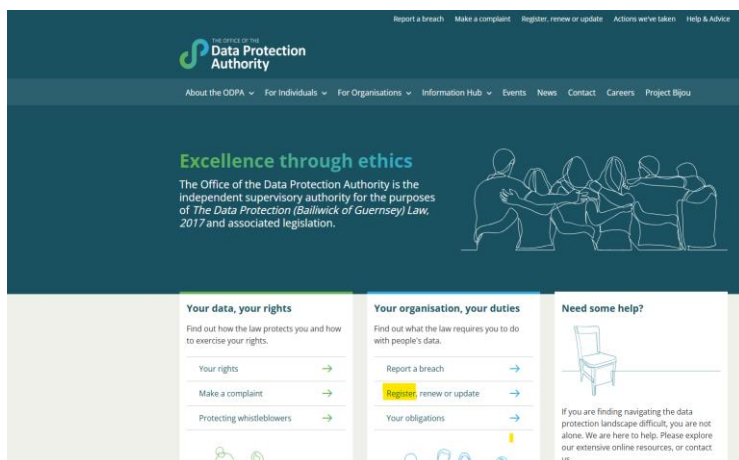
Instructions for Registering as a Data Controller for the purposes of accessing the Electoral Roll

Electoral Roll materials will only be made available to those candidates who have registered as a Data Controller with the Office of the Data Protection Authority. The following instructions have been produced to assist you through the process of registering as a Data Controller.

If you need assistance with your registration, please telephone +44 (0) 1481 742074 or email enquiries@odpa.gg

Step 1: Visit [ODPA.gg](https://odpa.gg)

Step 2: Select 'Registration'



Step 3: Select 'New Registration'

Registration

Registrations must be renewed in the window between the beginning of January and the end of February each year. Our portal remains open throughout the year for new registrations and amendments.

REGISTRATION
If the data has a **human** at the heart, registering is **just the start**.

If you work with data about or related to identified (or identifiable) living people you are legally obliged to maintain an annual registration with us.

Below you will find links to our registrations portal along with guidance and information to help you.

Remember: If the data you are working with is about a human then maintaining your registration is just the start. Please see **'Beyond Registration'** for details of your ongoing legal obligations to treat people's data in accordance with data protection law.

CREATE NEW REGISTRATION

If you work with data about people and are not already registered please create your registration here.

NEW

MANAGE YOUR REGISTRATION

Sign-in here to review, renew, update, or transfer your registration.

MANAGE

GUIDANCE ON REGISTRATION

If you are new to this, please do not worry. We have produced a range of resources to help you:

GUIDANCE

Step 4: Select 'Registering a single entity' and proceed to registration portal

Create new registration

Are you:

Registering a single entity ?	<ul style="list-style-type: none">Proceed to registrations portal You may wish to watch this short step-by-step video first.	WATCH: Step-by-step video overview of completing a new registration with us →
Registering lots of entities?	<ol style="list-style-type: none">Note you may be able to use the 'Levy Collection Agent' (LCA) option once you start registration process - read LCA guidance here first or watch this 3 minute video about LCAs.Then proceed to Registration Portal here. You may wish to watch this short step-by-step video first.	WATCH: 3 minute video about becoming a Levy Collection Agent (LCA) →
A new business/organisation/charity/sole-trader etc?	<ul style="list-style-type: none">If you have established a new business/organisation this year, you do not need to register until next year.Please diarise to come back during next year's registration window: 1 January – end of February to register and make your annual payment.You may also wish to sign up to our newsletter as we will include reminders as the registration period approaches.In the meantime, please continue to work on compliance to ensure you are taking steps to meet your other legal duties under <i>The Data Protection (Bailiwick of Guernsey) Law, 2017</i>.	Ready to register? Proceed to Registrations Portal →
		New to this? Please read our Guidance before you start →
		Need technical support? →

Step 5: Select 'Create New Registration Account'

**THE OFFICE OF THE
Data Protection
Authority**

Welcome to the ODPa Registrations Portal

Manage Your Registration(s) / Account →

Sign in here to review, renew, update or transfer/accept registration(s) via your **existing** account with us.
You can also add additional registrations to an existing account with us here.

Create New Registration(s) / Account →

Set-up an account with us to complete a **new** registration or to accept a transferred registration if you do not have an account with us already.
You may wish to refer to the [FAQs / GUIDANCE](#) page **before you start** which gives you an overview of the registration process and explains some key terms you may not be familiar with.

Please ensure you are using the **latest version** of any of these browsers: Chrome, Edge, Firefox, Opera, Safari.

Step 6: Select 'Register a new organisation'

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Sign Out

Change Password

Manage your registrations

You do not have any organisations on the Data Protection Register yet, click one of the options below to register your first organisation.

Use this option if you need to register an individual organisation.

Register a new organisation →

Use this option if you are registering several organisations as an LCA.

Register as a Levy Collection Agent (LCA) →

To register an organisation

Please Note: in this context the term "organisation", can also refer to other types of controller such as sole traders, landlords, **electd officials** etc.

You will need:

- your credit/debit card or other payment details, if applicable
- details about the organisation(s) you are registering, e.g. name, address; details of your Data Protection Officer (DPO) if applicable, and details about the number of staff you have.

We will use the information you provide to process your payment and maintain the register.

For more information, see our data processing notice.

You will be required to set up your account with a password

Cancel

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Before you can complete set-up please enter your email address and click the button to send a verification email.

Email Address

Email Address

Send verification code

Password must be 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } \ ' , . ? / ' ~ " () ; .

Password must be 8-16 characters, containing 3 out of 4 c

Confirm Password

Confirm Password

Continue

Step 6: Fill in Registration Form

New Organisation

Register an individual organisation.

[Back](#)

Organisation Name & Address

(If you are registering as a sole trader, please complete the 'Name' field with your name and the name of your trading entity e.g. James Smith tra ABC Carpenters)

Name *

Test Election

Contact Phone No. *

01481220130

We require this information to assist us in making contact for registration or other regulatory purposes.

Address 1 *

Sir Charles Frossard House

Address 2

Parish/Town *

St Peter Port

Island/Country *

United Kingdom

Postcode *

GY1 5SS

Organisation Type & Size

Ensure that you select:

1. Sector – **Public Administration**

2. We are a Controller - **Yes**

We are a Processor - **No**

3. Are you registered as an elected representative of the States of Guernsey, States of Alderney or the Sark Chief Pleas – **Yes***

***For the purposes of your registration to receive access to the electoral roll, all candidates are asked to use this selection even if you are not currently an elected representative. This selection ensures you do not pay the usual registration fee.**

GY1 5SS

Organisation Type & Size

Sector *

Public administration

Please indicate whether you are a controller, processor or both by selecting the relevant option/s

We are a Controller ?

Yes

We are a Processor ?

No

Are you registering as an elected representative for the States of Guernsey, States of Alderney, or the Sark Chief Pleas?

Yes

Full Time Employees (FTEs)? ? *

0 to 49

Data Protection Officer (DPO)

Do you have a DPO? ? *

No

Section 38 Representative

Do you have a S.38 Representative? ?

No

Save Progress

Save & Continue

Cancel

Step 7: Select Save & Continue

Your registration number will then be displayed at the top of the form. Please screenshot this page, or take a note of your registration number. You will require this or the confirmation email to receive access to the electoral rolls.

Registration

[Back to Organisation list](#) [Cancel Registration](#) [Transfer Registration](#) [Payment History](#)

Organisation Name & Address

Registration ID

DPA10667


Organisation Name *

Test Election

Annual Fee Calculation

Your Annual Fee will be **£0.00.**

Step 8: Select Submit (No Fee)

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Registered Successfully

Confirmation

Thank you for registering. You should receive an email shortly of the confirmation

[Return to Registration](#)

Step 9: You will receive a confirmation email confirming your registration. Please retain this for your records as proof of registration.

Thank you for your registration

Re: DPA10667 / Test Election

Thank you for using the ODPa Registration portal, this is an automated email to confirm that:

- If you have recently **registered**, this has been successfully processed.
- or
- If you have recently **accepted a registration transfer**, this has been successfully processed.

The unique Registration ID for your registration is: DPA10667, please keep it safe for future reference.

This completes your registration for this calendar year.
Your registration is due for renewal during January-February next year, and we will email you then to remind you.

Registration is just the start, further information on your obligations under The Data Protection (Bailiwick of Guernsey) Law, 2017 please visit www.odpa.gg/registration/beyond-registration

If you require information about any aspect of the data protection legislation, including the registration and levy requirements, please visit www.odpa.gg

If you have a couple of minutes to spare, please complete this year's [Annual Survey](#). Thank you.

It is intended solely for use by the recipient and others authorized to receive it. If you are not