## DISTRICT 105CE LIONS CLUBS

## DATA PROTECTION AND GDPR

### HOW TO "REGISTER" WITH THE INFORMATION COMMISSIONER'S OFFICE (ICO) – VOLUNTARY ORGANISATION

The Information Commissioner's Office (ICO) is the supervisory authority in the UK for data protection, including GDPR. They have now set up a fees system for every organisation in the UK, which is statutory. There are a very small minority of organisations that are exempt, but the criteria is very narrow and to not do this could risk a fine STARTING at £400. Lions Clubs are **not** exempt because we have to share data (eg in a Risk Assessment or reporting service hours). The cost to the Club annually is £35 if you pay by DD and £40 otherwise. It should be paid from the account in which you collate members' dues. Unfortunately, it is not something that can be achieved on your behalf.

However, we can guide you through the process and, once set up (especially if paying by DD), you don't have to worry about it anymore. Please don't panic from the number of steps below – we have just been thorough on your behalf. It should take a maximum of 15 minutes to do by following the steps below – if you get "stuck", let us know:

1. Log on to the internet and find the website – www.ico.org.uk . If you type "ico" into Google, it should be the first option and you want the "home page".
2. Top right hand corner , under "Take action", you should CLICK on "Pay fee, renew fee or register a DPO"
3. Under a couple of paragraphs of text, there are two dark blue buttons – CLICK on the top one, "First time payment"
4. A box of text will appear. You don't need to be concerned with anything in this box, so CLICK where it says "Register now >>"
5. Now you need to enter the Organisation type – CLICK on the arrow on the right hand side of the box and a list will appear. Select "Other, eg club,society, voluntary organisation".
6. "Organisation details" – Enter the name of the Lions Club
7. "Address" – one box for a postcode appears. Type in the postcode . Then select "look up address". Select the relevant address (this can be removed at a later date).
8. Skip down the page to "Public Authority" and CLICK "no"
9. Next "page" appears. First question – "Is your organisation a charity" – CLICK "no"
10. "Does your organisation run a small occupational pension scheme"? – CLICK "no"
11. " Does your organisation have 10 members of staff or fewer"?. CLICK "yes". It states the fee is £40, but when you pay by DD, a "discount" of £5 is applied.

12. In "Main Contact Details", enter an address. We suggest you use the Secretary's address and use the generic email address eg secretary@lionsclub.co.uk – the ICO will use this email address as the contact point every year:
"Tick" to "use the address above"
13. "Does my organisation need a data protection officer (DPO)?" – CLICK "no"
"Does my organisation's core activities involve processing on a large scale…?" – CLICK "no"
Next Question – CLICK "No, thanks"
"Person completing this registration" - CLICK in the box to use the "Main Contact details above"
14. Bottom of the page , click "Next>>"
15. Sector – select from the drop down list, "Charitable and Voluntary"
16. "Subsector" – select "Charity(National)" – (you are part of MD105)
17. "Nature of work" – select "Charity (National)"
18. Bottom of the page, click "Next>>"
19. Scroll down to the "Declaration" and tick the box by CLICK
20. Bottom of the page , click "Next>>"
21. This next page is the payment screen – select to pay by DD as this is the easiest way to pay annually and not to have to remember to do it!
22. The CLICK "send>>". Another screen will appear that says it's been submitted to ICO. ICO will contact you with a DD form and confirming the process has been started. When sending the cheque or the DD form back, please include a note asking for the postal address to be withdrawn. In this way, the renewal of this annual fee will always be with the "officer" rather than the "person".