



Lions Clubs International

MD105 British Isles

DATA PROTECTION AND GDPR

HOW TO 'REGISTER' WITH THE INFORMATION COMMISSIONER'S OFFICE (ICO) – WITH CHARITY STATUS

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 (e.g. in a Risk Assessment or reporting service hours). The cost to the Club annually is £35 if you pay by DD and £40 otherwise. 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. As a Registered Charity/CIO, then select ‘charity’.
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. Already selected is ‘charity’. It states the fee is £40, but when you pay by DD, a ‘discount’ of £5 is applied.
10. In ‘Main Contact Details’, enter an address. We suggest you use the Secretary’s address and use the generic email address e.g. secretary@xxxlionsclub.org.uk - the ICO will use this email address as the contact point every year:

‘Tick’ to ‘use the address above’.
11. ‘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’.

- 12. Bottom of the page, click ‘Next>>’.**
- 13. Sector – select from the drop-down list, ‘Charitable and Voluntary’.**
- 14. ‘Subsector’ – select ‘Charity (National)’ – (you are part of MD105).**
- 15. ‘Nature of work’ – select ‘Charity (National)’.**
- 16. Bottom of the page, click ‘Next>>’.**
- 17. Scroll down to the ‘Declaration’ and tick the box by CLICK.**
- 18. Bottom of the page, click ‘Next>>’.**
- 19. 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!**
- 20. Then CLICK ‘send>>’. Another screen will appear that says it’s been submitted to ICO. ICO will contact you with a DD form and confirming that the process will be complete when they receive payment. When sending the cheque or DD form, please include a letter on letterhead to request that the postal address be withdrawn. In this way, the renewal of this annual fee will be always with the ‘officer’ rather than the ‘person’.**