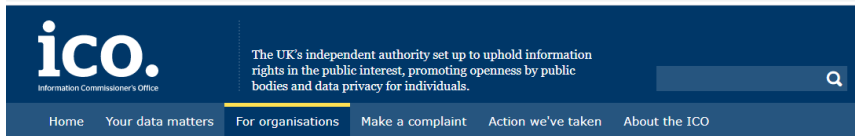


Data Protection Fee Checker – Guide



Go to ico.org.uk/fee-checker and complete the self-assessment to see whether you are exempt from paying the fee.

<https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/>

Registration self-assessment

Under the Data Protection (Charges and Information) Regulations 2018, individuals and organisations that process personal data need to pay a data protection fee to the Information Commissioners Office (ICO), unless they are exempt.

By going through the following questions you will be able to decide if you – as an individual or on behalf of your business or organisation – need to pay a fee to the ICO.

From 25 May 2018, people who use CCTV for domestic purposes, ie to monitor their property, even if it films beyond the boundaries of their property will be exempt from paying a fee under data protection law.

On 1 April 2019, the rules around paying the data protection fee changed. Members of the House of Lords, elected representatives and prospective representatives (including police and crime commissioners) are exempt from paying a fee, unless they process personal data for purposes other than the exercise of their functions as a Member of the House of Lords, an elected representative or as a prospective representative. For more information, read our [guidance on the data protection fee](#).

This will take 5 minutes

Start now →

For organisations / Data protection fee / Self-assessment

Registration self-assessment

1. Do you use CCTV for the purposes of crime prevention?

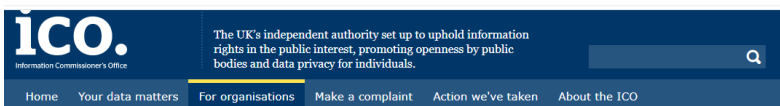
This does not include domestic CCTV.

You should select 'Yes' to this question if you operate a dashcam on or in your work vehicle. If the dashcam is also used for work purposes it will not be considered as 'domestic' so you are likely to need to register and pay a data protection fee to the ICO unless you are exempt.

Yes

No

Next →



For organisations / Data protection fee / Self-assessment

Registration self-assessment

Start again

1. Do you use CCTV for the purposes of crime prevention?

Yes

Change this answer

You need to pay a fee

If you use CCTV on your business premises for the purpose of crime prevention, you need to pay a fee to the Information Commissioner's Office, please click to pay now.

Pay now →

Question 1 asks – Do you use CCTV for the purposes of Crime Prevention. Please note, this does not include domestic CCTV.

This includes Dashcams in work vehicles.

If your answer is yes, you will be required to pay the fee.

A link to pay will become available on the screen.

If your answer is No, you will progress to Question 2.

2. Are you processing personal information?



'Processing' means doing any of the following with the information:

- obtaining it;
- recording it;
- storing it;
- updating it; and
- sharing it.

'Personal information' means any detail about a living individual that can be used on its own, or with other data, to identify them.

Yes

No

Next →

Registration self-assessment

1. Do you use CCTV for the purposes of crime prevention?

No

2. Are you processing personal information?

No

You are under no requirement to pay a fee

You are not processing personal data and you therefore do not have to pay a fee to the ICO.

However, it is important that your organisation adheres to the principles of the General Data Protection Regulations and understands best practice for managing information. To help ensure you are complying with the GDPR, we have produced a range of [training materials](#) including practical toolkits, training videos and more.

Even if you are exempt, you may still wish to [pay a data protection fee](#).

3. Do you process the information electronically?



Answer 'Yes' if you process the information using computers or any system that can process the information automatically, including CCTV systems, digital cameras, smartphones, credit card machines, call logging and recording systems, clocking machines and audio-visual capture and storage systems.

Yes

No

Question 2 asks – Are you processing personal information?

Please read the help thoroughly, to ensure that you give a correct answer.

If you are unsure what constitutes as personal information, the ICO has a guide here:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/>

If you answer No, you will be under no requirement to pay the fee. You must declare this, using the form available [here](#).

If you answer yes, you will progress to Question 3.

Question 3 asks – Do you process the information electronically?

This includes:

CCTV, Digital Cameras, Smartphones, Credit card machines, call logging & recording systems, clocking machines, audio visual capture and storage systems.

If you answer No, you will be under no requirement to pay the fee. You must declare this, using the form available [here](#).

If you answer yes, you will progress to Question 4.

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4. Is your organisation responsible for deciding how the information is processed?



Answer 'No' if you only process information on behalf of another organisation.

If you need to determine if your organisation is a data controller or a data processor, [please read our guidance here](#).

Yes

No

Question 4 asks – Is your organisation responsible for deciding how the information is processed?

If you are unsure, guidance is available here:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/controllers-and-processors/>

If you answer No, you will be under no requirement to pay the fee. You must declare this, using the form available [here](#).

If you answer yes, you will progress to Question 5.

5. Do you only process information for one of the following purposes?

- Judicial functions;
- elected representative functions
- personal, family or household affairs not connected to commercial or professional activities (including CCTV to monitor your domestic property, even if you are capturing images outside the boundaries of your property); or
- to maintain a public register (ie you are required by law to make the information publicly available).

Yes

No

5. Do you only process information for one of the following purposes?

Yes

You are under no requirement to pay a fee

Organisations or individuals who only process personal data for judicial functions, elected representative functions, to maintain a public register or for domestic or recreational reasons are exempt. You therefore do not have to pay a fee to the ICO

However, it is important that your organisation adheres to the principles of the General Data Protection Regulations and understands best practice for managing information. To help ensure you are complying with the GDPR, we have produced a range of [training materials](#) including practical toolkits, training videos and more.

Even if you are exempt, you may still wish to [pay a data protection fee](#).

Question 5 asks – Do you only process information for one of the following purposes?

Judicial Functions, Elected Rep function, Personal, Family or household not connected to commercial or professional activities, to maintain a public register,

If you answer yes, you will be under no requirement to pay the fee, however you must ensure you are GDPR compliant. You must declare this, using the form available [here](#).

If you answer No, you will progress to Question 6.

6. Are you a not-for-profit organisation that qualifies for an exemption?



Answer 'Yes' if your organisation was established for not-for-profit making purposes and does not make a profit. Also answer 'yes' if your organisation makes a profit for its own purposes, as long as the profit is not used to enrich others. You must:

- only process information necessary to establish or maintain membership or support
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- you only hold information about individuals whose data you need to process for this exempt purpose
- the personal data you process is restricted to personal information that is necessary for this exempt purpose

You must answer 'No' if you use CCTV for crime prevention.

Yes

No

Question 6 asks – Are you a not-for-profit organisation that qualifies for an exemption?

Please read the help thoroughly, to ensure that you give a correct answer.

If you answer yes, you will be under no requirement to pay the fee, however you must ensure you are GDPR compliant.

You must declare this, using the form available [here](#).

You are under no requirement to pay a fee

Some not-for-profit organisations are exempt and based on the information you have provided you do not have to pay a data protection fee to the ICO.

However, it is important that your organisation adheres to the principles of the General Data Protection Regulations and understands best practice for managing information. To help ensure you are complying with the GDPR, we have produced a range of [training materials](#) including practical toolkits, training videos and more.

Even if you are exempt, you may still wish to [pay a data protection fee](#).

If you answer No, you will progress to Question 7.

Question 7 asks - Are you processing information for any of the following purposes?

- **Accountancy and auditing e.g. you're an accountant**
- **Administration of justice - including police and probation boards**
- **Administration of membership association records**
- **Advertising, marketing and public relations for others**
- **Charities - including housing associations**
- **Childcare i.e. childminder**
- **Constituency casework**
- **Consultancy and advisory services**
- **Councils**
- **Credit referencing**
- **Crime prevention and prosecution of offenders (including CCTV systems)**
- **Debt administration**
- **Education – including schools**

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- **Emergency services - including ambulance and fire service**
- **Financial services and advice**
- **Health administration and provision of patient care - including medico legal, pharmacists, optometrists and dentists**
- **Insolvency practices**
- **Insurance administration**
- **Journalism and media**
- **Legal services**
- **Leisure – including airlines and TV/radio stations**
- **Loyalty cards**
- **Mortgage/ insurance broking**
- **Pastoral care**
- **Pensions administration**
- **Personal information processed by or obtained from a credit reference agency**
- **Private investigation**
- **Property management - including the selling and/ or letting of property**
- **Recruitment**
- **Research**
- **Social - including networking sites or dating agencies**
- **Software development - including web hosting and design or IT support**
- **Trading and sharing in personal information**
- **Training**
- **None of the above**

If you select any of the processes, other than none of the above. You will be eligible to pay the fee and a link to payment will become available.

If you select none of the above, you will progress to Question 8.

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8. Do you only process personal data for:

- Staff administration (including payroll);



You only hold the personal information of the people you need to for your staff administration.

- accounts or records (ie invoices and payments);



You only hold the personal information of the people you need to for your own accounts and records – for example information about past, existing or present customers or suppliers.

The information is restricted to what is necessary for your accounts and records – for example name, address and credit card details. However, this doesn't include information processed by or obtained from credit reference agencies.

- advertising, marketing and public relations (in connection with your own business activity).



You only hold the personal information of the people you need to for your own advertising, marketing and public relations – for example information about past, existing or present customers or suppliers

The information is restricted to what is necessary for your advertising, marketing and public relations – for example, names, addresses and other identifiers

You only advertise and market your own goods and services

Yes

No

Question 8 asks – Do you only process personal data for:

- **Staff administration (including Payroll)**
- **Accounts or records (i.e. invoices and payments)**
- **Advertising, marketing and public relations (in connection with your own business activity)**

Please read the help thoroughly, to ensure that you give a correct answer.

If you answer yes, you will be under no requirement to pay the fee. You must declare this, using the form available [here](#).

If you answer No, then you are required to pay the fee and a payment link will be made available.

This then ends the assessment.

REMEMBER.

If you are exempt from the fee, you must let the ICO know by completing a no fee form, so they can update their records.

The form is available here:

<https://ico.org.uk/for-organisations/data-protection-fee/exemptions/exemptions/>

Even if you are exempt, the option is given to still pay the fee if you want peace of mind that you are covered.