

## Please read before completing the Centre Agreement

In Section 2 Data Sharing Agreement, we ask you to supply your centre's ICO Registration Number.

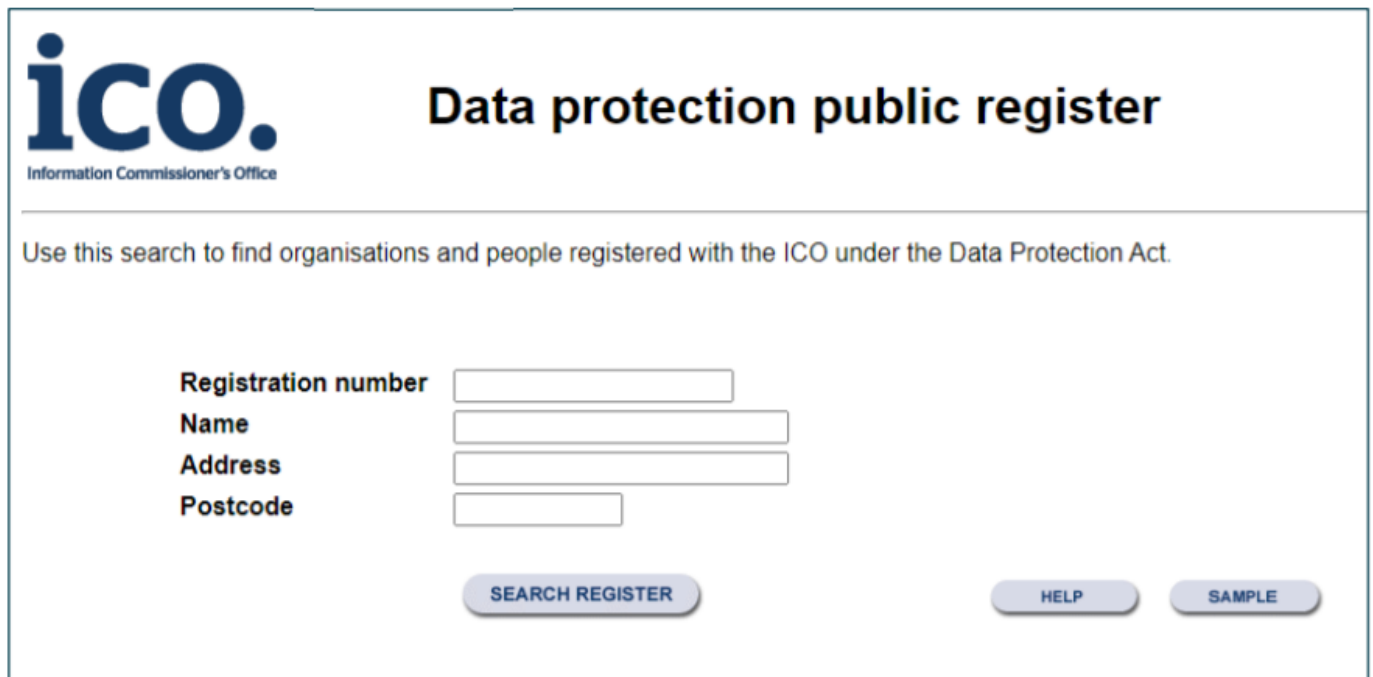
### What is this?

Under the Data Protection 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.

### Where can I find my ICO Registration Number?

Your internal team responsible for Data Protection should be able to provide you with this number.

Alternatively you can locate your number, by searching your centre's postcode on the ICO's [public register](#) at [ico.org.uk/](https://ico.org.uk/).



The screenshot shows the ICO Data protection public register search interface. It features the ICO logo (Information Commissioner's Office) and the title 'Data protection public register'. Below the title, there is a search instruction: 'Use this search to find organisations and people registered with the ICO under the Data Protection Act.' The search form includes four input fields: 'Registration number', 'Name', 'Address', and 'Postcode'. At the bottom of the form, there are three buttons: 'SEARCH REGISTER', 'HELP', and 'SAMPLE'.

If you are unable to find your ICO number after searching, you will need to visit <https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/> to register and pay the fee.

If you have any questions, do not hesitate to contact us.