



Information Commissioner's Office

# Request for a notification form

If you have determined that notification is required, you can complete the form. Guidance on how to do so is given overleaf. Post the form to us, fax it (01625 545748) or email the information and a draft notification form **will be sent to you for further action**. Alternatively, you can complete the notification form online by visiting our website at [www.ico.gov.uk](http://www.ico.gov.uk). The form should then be printed out and sent to us with the appropriate fee.

<b>Data controller name:</b> Please see overleaf for guidance.	
<b>Data controller address:</b> If a limited company or a public limited company, this should be the registered office address. Please include your postcode.	
<b>Company registration number:</b> (Optional)	
<b>Contact name and job title:</b>	
<b>Contact address:</b> Please include your postcode.	
<b>Contact telephone number:</b>	
<b>Contact fax number:</b>	
<b>Contact email address:</b>	
<b>Nature of business:</b> Eg doctor, accountant, etc. Please note that it is essential to indicate the nature of your business so that the correct information can be sent to you.	
<b>Signature</b>	<b>Date</b> <b>Telephone number</b>
<b>Name and job title</b>	

**Please do not send any payment with this form.**

Advice about any aspect of notification can be obtained by writing to the address below or by calling the notification helpline on 01625 545740.

**Please return to:** Notification Department (Notification Requests), Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or email: [notification@ico.gsi.gov.uk](mailto:notification@ico.gsi.gov.uk) or fax: 01625 545748.

## Glossary

### Data controller's name

The name you provide must be the correct legal title of the individual or organisation. Examples are given below.

- **Sole traders:** provide the full name of the individual, eg Anna Katherine Smith.
- **Partnerships:** provide the trading name of the firm, eg Buttersfield & Co. (you do not have to provide the names of the partners).
- **Limited or public limited companies:** provide the full name of the company, eg ABC Limited (not your trading name).
- **Groups of companies:** groups of companies cannot submit a single notification. Individual companies who are data controllers must notify separately.
- **Schools:** provide the name of the school, eg Hazeldown School.  
In Scotland, only schools in the independent sector need to register; all other schools are covered within the relevant local authority notification.
- **Others, eg voluntary bodies:** provide the name by which you are known to the public. These details should be altered (if necessary) on the Part 1 form itself.

### Data controller's address

If you are a limited company you must provide your registered office address and in all other cases you must provide the address of your principal place of business. If there is no place of business (eg for a small local voluntary body), you should provide the address of the official who has completed the form.

### Company registration number

If you are a limited or a public limited company, we encourage you to provide your company registration number as a unique identifier for the company. However, you are not obliged to do so.

### Contact details

You may provide a name, address, telephone number, fax number and email address. These details will be used by us for all correspondence in connection with your notification, but will not appear on the public register.