

Developers guidance

# Step 1: Register with the ICO

Downloaded on May 5th, 2026

## This is **required** guidance

It is legally required and it is an essential activity.

## From:

- Health Research Authority (HRA)

## This Guide covers:

- England



Every organisation or sole trader who processes personal data is legally required to register with the ICO. Once you have registered, you will have to pay a data protection fee. This is used to fund the ICO's work.

If you do not pay the fee, you may be fined. The ICO publishes the names of individuals and organisations who have paid the fee, and those fined for non-payment.

**1. How to do it:**

Use the [ICO's registration self-assessment](#) to find out if you (as an individual or on behalf of your business or organisation) need to pay the data protection fee

2. [Register on the ICO website](#) and pay the data protection fee