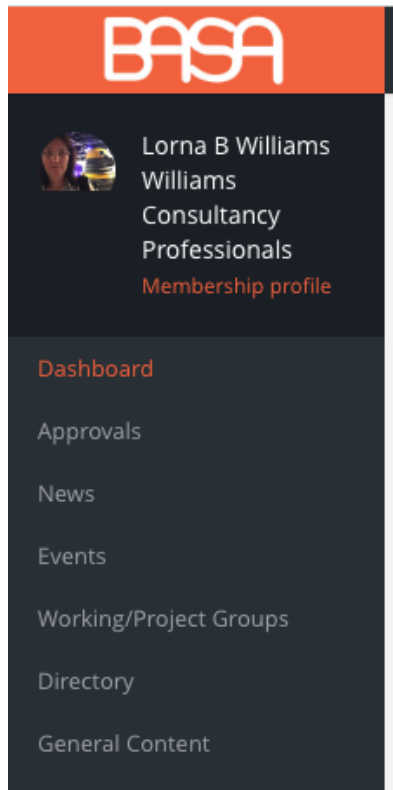


How to become a data controller for your company on the BASA website.

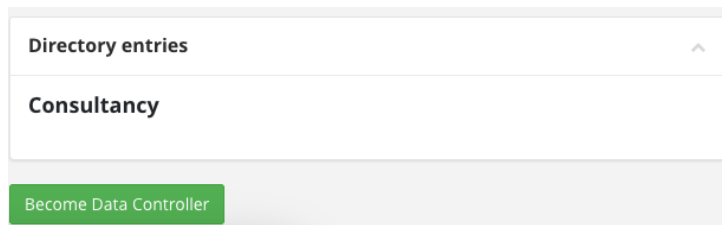
The BASA Secretariat or your current Company data controller can allow any subscriber to become a data controller and be able to make changes to the company data held on the BASA website.

The process can be self-initiated by a subscriber:

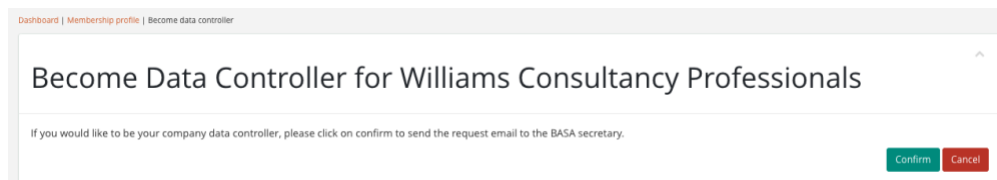
Step 1: Click on the Orange Membership Profile text



Step 2: Click on the green 'Become Data Controller' button underneath Directory entries:



Step 3: You will get a confirmation question:



Click on the Confirm button to send the request to BASA and once received you will be assigned as a data controller. There can be as many data controllers as is convenient for your business.

Alternatively, simply email your request directly to the BASA secretary (secretary@basa.uk.com).

Note that the new data controller must be subscribed to the website first, and instructions for this [can be found here](#).