

MISS EMILY MCALISTER  
PENSION PRACTITIONER  
48 CHORLEY NEW ROAD  
BOLTON  
BL1 4AP



2237

27 July 2018

**Organisation name** : The Trustees of the A & C Wood Pension Scheme  
**Order Reference** : 003059b5035b  
**Reference** : ZA198043

Dear Miss McAlister

**Data protection fee - renewal due - ACTION REQUIRED**

**If you have already sent us your payment, please ignore this letter.**

Your registration as a data controller under the Data Protection Act 1998 (DPA98) will expire on 2 August 2018.

You are legally required to either:

- renew your registration, or
- cancel your registration if your circumstances have changed and tell us why you no longer need to be registered.

**Changes to the law**

Due to the data protection regime in force from 25 May 2018, you will no longer be required to 'notify' or pay a fee under the DPA98. But you will be required to pay a new data protection fee under the Data Protection (Charges and Information) Regulations 2018.

**Changes to the fee**

Under the new regulations, you must still pay an annual fee, depending on your size or turnover, but this will now be £40, £60 or £2900. VAT is nil in all cases.

Based on the information we have, we believe that you are now required to pay £40.00 under the new regulations. However, you should use our assessment tool ([ico.org.uk/fee-self-assessment](http://ico.org.uk/fee-self-assessment)) to confirm how much you need to pay, and contact us immediately if you think we have got our assessment wrong.

## How to pay

You can pay the data protection fee in any of these ways:

**Direct debit** - the best way to make sure you always renew on time. Just complete the enclosed instruction and **post** it, with a copy of this letter, to the address below. Please don't email the instruction to us as we can't process mandates received electronically. Payments made by direct debit will automatically receive an annual £5 reduction.

**Online** - you can pay securely online with a debit or credit card on our website (ico.org.uk/pay). Please note you will need the reference and order reference shown above.

**Cheque** - make your cheque payable to the Information Commissioner. Put your reference (shown above) on the back and send it to the address below, with a copy of this letter.

Please send cheques and direct debit instructions to: Data Protection Fees, Information Commissioner's Office, Wycliffe House, Water lane, Wilmslow, Cheshire, SK9 5AF.

## Your contact information

We contact our customers by email wherever possible and currently hold the following email address as contact information for you:  
**emilym@pensionpractitioner.com**. We used this address to remind you your data protection fee is now due.

## Changes to the sanction

Failure to pay the data protection fee will be addressed through a fixed penalty.

If you process personal data for any of the non-exempt purposes and you either don't pay the fee, or don't pay the correct fee, you will be breaking the law and could be fined up to £4,350 (on top of the fee you have to pay).

It is important that we receive all payments or cancellation requests on time, as 14 days after expiry, we will send notice of our intention to issue a fixed penalty notice, which you will have the opportunity to respond to.

## Changes to the information we collect

Under the new regulations, you no longer have to tell us about the personal data you process. However, if you are required to have a Data Protection Officer (or you otherwise choose to appoint one), you should tell us about this, preferably at the same time as you pay the data protection fee.

To find out if you need to appoint a Data Protection Officer please see our guide to the GDPR Data Protection Officers ([ico.org.uk/DPOs](https://ico.org.uk/DPOs)).

For more information about any of the other changes described in this letter, please see our guide to the data protection fee ([ico.org.uk/fee-guide](https://ico.org.uk/fee-guide)).

If you need to contact us, please call us on 0303 123 1113, or email [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk). You'll need your **reference** and your **security number**, which we sent to you when you first applied.

Yours sincerely



Paul Arnold

**Deputy Chief Executive Officer**  
**Information Commissioner's Office**

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## Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Data Protection Registration Department  
PO Box 66  
WILMSLOW  
Cheshire  
SK9 5AF

Name(s) of Account Holder(s)


Branch Sort Code

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Bank/Building Society account number

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Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

Registration reference: **ZA198043**

Originator's Identification Number

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**FOR INFORMATION COMMISSIONER'S  
OFFICE OFFICIAL USE ONLY**  
This is not part of the Instruction to your Bank or Building Society

Registration end date: **02 Aug 2018**

### Instruction to your Bank or Building Society

Please pay the Information Commissioner Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Information Commissioner and, if so details will be passed electronically to my Bank/Building Society.

Signature(s)

Telephone Number

Date

Bank or Building Societies may not accept Direct Debit Instructions for some types of account  
This guarantee should be detached and retained by the payer

## The Direct Debit Guarantee

This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits

- If there are any changes to the amount, date or frequency of your Direct Debit the Information Commissioner will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Information Commissioner to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by the Information Commissioner or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when the Information Commissioner asks you to
- You can cancel a Direct Debit at any time by simply contacting to your bank or building society. Written confirmation may be required. Please also notify us.