

MR NICHOLAS BUCHANAN  
CRANFORDS  
1 CRANFORD DRIVE  
KNUTSFORD BUSINESS PARK  
KNUTSFORD  
WA16 8ZR



**RECEIVED**  
13 SEP 2017

27 August 2017

**Organisation name** : The Trustees of the Kobbs of Kendal Ltd Retirement Benefits Scheme  
**Registration reference** : ZA139467  
**Order reference** : 00220cb50307

Dear Mr Buchanan,

**Data protection registration - renewal due - action required**

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

Your annual registration as a data controller under the Data Protection Act will expire on 17 September 2017. If you are still processing personal information and do not qualify for an exemption, you are legally required to renew your registration.

Renewal costs £35 or £500 (VAT: nil) depending on the size of the organisation. You paid £35 last time so, unless things have changed significantly, the fee is likely to be the same.

For more information about registration fees and to check if £35 is still the right one for you please visit our website at [ico.org.uk/cost](http://ico.org.uk/cost).

**How to renew your registration**

Choose your payment method below and follow the simple instructions. Once you've paid your renewal fee, we'll send you confirmation and you'll be registered for another year. You can pay in any of these ways:

**Direct debit** – this is the best way to make sure you always renew on time. Just complete the enclosed instruction and return it with a copy of this letter to our Registration Team. We'll do the rest.

Please do not email the instruction to us because we are unable to process mandates electronically.

**Paying online** – you can renew securely online with a debit or credit card. Just

visit our website at [ico.org.uk/pay](http://ico.org.uk/pay).

**Cheque** – make your cheque payable to the Information Commissioner. Put your registration reference on the back – it's at the top of this letter. Please send it to our Registration Team with a copy of this letter.

### **How to remove your registration**

If you think you no longer need to be registered as a data controller, please call our helpline on 0303 123 1113 or email us at [registration@ico.org.uk](mailto:registration@ico.org.uk) and explain why.

### **Your contact information**

We contact our customers by email wherever possible and currently hold the following email address as contact information for you: **admin@cranfords.biz**. We used this address when we first tried to remind you that your registration was due to expire.

If you renew, we'll email our confirmation to you, so please check that the email address is up to date. If it needs changing, please tell us by emailing [registration@ico.org.uk](mailto:registration@ico.org.uk) or by calling our helpline.

When you contact us you will need your **registration reference** and your **security number**, which we sent you when you first registered.

Yours sincerely,



Paul Arnold

**Head of Customer Contact**  
**Information Commissioner's Office**

## 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

Originator's Identification Number

**8 0 8 6 3 4**

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

Registration end date: **17 Sep 2017**

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: **ZA139467**

### 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.

