

5/5/2011

Dear Gavin

Please check these documents
and do the needful and advise. (send
copies ~~of~~ for my file).

Thank you and regards

Madhoo Mehta.

Upholding information rights

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
T. 0303 123 1113 F. 01625 524510
mail@ico.gsi.gov.uk www.ico.gov.uk

Please note

Please find enclosed a Notification form and your direct debit.

Please send the direct debit with the completed Notification forms.

Notification Department

MR MADHOO MEHTA - TRUSTEE
8 TEMPLE GARDENS
LONDON
NW11 0LL

26 April 2011

Data Controller Name: TRUSTEES OF MR & MRS M MEHTA PENSION SCHEME

Registration Number: PZ2640099

Security Number: 10892868

For the attention of: MR MADHOO MEHTA - TRUSTEE

NOTIFICATION UNDER THE DATA PROTECTION ACT 1998

We are writing to you following your request to notify.

This pack of information contains forms to Notify under the Data Protection Act 1998.
It consists of:

- A draft notification based on the information provided to us and your nature of business (Part 1)
- A form for the notification of additional information (Part 2)
- A handbook of information to help you submit your notification
- A leaflet explaining the notification tier assessment and relevant fees.

How to Approach this Form

Step 1 Review the draft notification which describes your data in very general terms (Part 1)

Step 2 Read and complete the additional information form (Part 2)

Step 3 Return Part 1, Part 2 and the relevant fee

Your one year notification period will begin the day we receive your form. If you want your notification period to begin on a particular date, send by recorded delivery or registered post the day before you want your notification period to begin.

If you have any queries the Notification Handbook should provide the answers.

You may find it helpful to read the most commonly asked questions and answers section in the Notification Handbook before completing your form.

NOTIFICATION DEPARTMENT

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 Notification Department
PO Box 66
WILMSLOW
Cheshire
SK9 5AF

Name(s) of Account Holder(s)

MR & MRS M MEHTA PENSION
SCHEME.

Branch Sort Code

5 6 0 0 2 3

Bank/Building Society account number

2 5 1 5 4 4 3 5

Name and full postal address of your Bank or Building Society

To The Manager Bank/Building Society
NATWEST BANK PLC
Address
94 - MOORGATE
LONDON
Postcode
EC2M 6XT

Reference Number

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

RECEIVED
20 APR 2011

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)

M. Mehta

Telephone Number

020 8458 7299

Date

19th April, 2011.

Banks and 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 your bank or building society. Written confirmation may be required. Please also notify us.

PART 1

Draft Notification based on information provided to us and your nature of business

IMPORTANT INFORMATION

Z2640099

The details shown below and on the following pages will appear in your register entry. Please check that they are accurate and complete.

This Part 1 Form and a fully completed Part 2 Form must be returned together with the notification fee of £35 otherwise the notification you have sent will be returned to you as invalid.

Your form will be given a preliminary check to ensure that all relevant information has been provided. We will write to let you know that we have received your form. If there is a problem we will contact you.

A copy of your register entry will be sent to you when we confirm acceptance of your notification.

All page numbers are references to the Notification Handbook.

Data Controller: TRUSTEES OF MR & MRS M MEHTA PENSION SCHEME
(See page 9) 16 HEATHGATE
LONDON
NW11 7AN

Company Reg (optional)
Number:

Contact Details: MR MADHOO MEHTA – TRUSTEE
(These details will not appear on the Register but will be used by us for all correspondence) 8 TEMPLE GARDENS
LONDON
NW11 0LL

Tel. No: 020 8458 7299

Ext

Fax No: 020 8458 9945

Email Address: mmehta@kalair.co.uk

Registration Number: Z2640099

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These are the purposes we have drafted for you based on your nature of business template no. N822 Trustees of a Pension Scheme (Please amend if incorrect).

They should reflect (in general terms) the type of processing you carry out. If you need to change any of the draft details please refer to the instructions on the final page. However please note that the Commissioner has determined that the level of detail provided in these draft purposes is sufficient for the purpose of notification, bearing in mind the overriding objectives referred to in the introduction to the Notification Handbook.

1 Pensions Administration

Data Subjects are :

- Staff Including Volunteers, Agents, Temporary And Casual Workers
- Customers And Clients
- Complainants, Correspondents And Enquirers
- Relatives, Guardians And Associates Of The Data Subject
- Employees Of Other Organisations
- Employers
- Members And Beneficiaries
- Trustees

Data Classes are :

- Personal Details
- Family, Lifestyle And Social Circumstances
- Employment Details
- Financial Details
- Goods Or Services Provided
- Physical Or Mental Health Or Condition

Recipients are :

- Data Subjects Themselves
- Relatives, Guardians Or Other Persons Associated With The Data Subject
- Current, Past Or Prospective Employers Of The Data Subject
- Healthcare, Social And Welfare Advisers Or Practitioners
- Business Associates And Other Professional Advisers
- Employees And Agents Of The Data Controller
- Other Companies In The Same Group As The Data Controller
- Suppliers, Providers Of Goods Or Services
- Persons Making An Enquiry Or Complaint
- Financial Organisations And Advisers
- Trade, Employer Associations And Professional Bodies
- Local Government
- Central Government
- Ombudsmen And Regulatory Authorities
- Data Processors
- Claimants, Beneficiaries, Assignees, Payees

How to change the draft details

- 1 **To delete:**
 - Cross through the text which requires deletion. To delete a whole purpose strike through with a diagonal line.
- 2 **To add:
a subject, class, recipient or
transfer to a draft purpose**
 - Using the codes listed on pages 15 to 18 write or type your additions on the purposes you wish to amend.
- 3 **To add a new purpose with its
associated subjects, classes,
recipients and transfers**
 - Use the New Purpose Form in section 7 and return with the Part 1.

Example

3 **Staff Administration**

| | |
|---------------------------|--|
| Data Subjects are: | Staff S105, S106 |
| Data Classes are: | Personal Details Employment Information Education and Training Details Trade Union Membership C205, C210 |
| Recipients are: | Data Subjects Themselves Current, Past or Prospective Employers of the Data Subject Financial Organisations & Advisers R404, R407 |
| Transfers: | Worldwide None Outside the EEA |