

GAVIN MCCLOSKEY - SCHEME PRACTITIONER  
PENSION PRACTITIONER.COM  
LIMITED  
DAWS HOUSE  
33-35 DAWS LANE  
LONDON  
NW7 4SD

13 August 2012

**Data Controller Name:** TRUSTEES OF THE OAKLEAF FACILITIES LTD SIBA

**Registration Number:** Z1927511

**For the attention of :** GAVIN MCCLOSKEY - SCHEME PRACTITIONER

**Data Protection Act 1998 – Reminder to Renew (Direct Debit)**

Your register entry **Z1927511** has an expiry date of **22 September 2012**. Our records show that you have a current direct debit instruction.

Tiered notification fees have been introduced by the Ministry of Justice and are effective for all register entries that fall for renewal from 1 October 2009. A data controller now has to make an assessment to determine which tier it falls within, and hence the fee it is required to pay. Full guidance and information regarding the fee change can be found in the enclosed booklet.

**Section 1 – Tier assessment**

**Q1.** Does the data controller have **fewer** than 250 employees?

Yes ☐ The data controller is in **Tier 1**, now **go to Section 2**. No ☐ Go to **Q2**

**Q2.** Is the data controller a Public Authority as defined in the Data Protection Act 1998?

Yes ☐ The data controller is in **Tier 2**, now **go to Section 2**. No ☐ Go to **Q3**

**Q3.** Does the data controller have a turnover of £25.9M or more?

Yes ☐ The data controller is in **Tier 2**. No ☐ The data controller is in **Tier 1**.

(Please note there are some organisations that will always fall into Tier 1, you should refer to the enclosed booklet for full details.)

**Section 2 – Fee details**

**Tier 1**

The fee for renewal is **£35.00** (VAT nil). We will collect the renewal fee of £35.00 on or immediately after **22 September 2012**. You will receive confirmation of renewal in due course.

**Tier 2**

The fee for renewal is **£500.00**. **FURTHER ACTION IS REQUIRED**. You should complete the form overleaf and return it to us with your payment.

**NOTIFICATION DEPARTMENT**

**SEND TO:**

Renewals Team, Notification Department  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
WILMSLOW  
Cheshire  
SK9 5AF

**Registration Number:** Z1927511

**Date of letter:** 13 August 2012

**Data Controller Name:** TRUSTEES OF THE OAKLEAF FACILITIES LTD SIBA

**PAYMENT DUE BY 22 SEPTEMBER 2012**

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**TIER ASSESSMENT**

The data controller falls within:

- ☐ **Tier 1 – No further action is required in respect of your renewal payment**, we will collect the fee by direct debit. If you no longer wish to pay by this method please forward a payment of £35 (VAT nil), you should also cancel the current direct debit instruction with your bank.
- ☐ **Tier 2 – The fee for renewal is £500.00 (VAT nil). We regret that due to constraints of our current system and during the transition to a new system we are unable to renew Tier 2 register entries by direct debit.** Please return this form and your fee without delay and at least 10 days before the payment due date. You should also cancel the current direct debit instruction with your bank.

**Declaration**

To the best of my knowledge and belief, the particulars given above are correct. I confirm that I am / I am authorised to act on behalf of [delete as appropriate] the Data Controller. I am aware that if false information is provided in a notification, this may be an offence under section 5 of the Perjury Act 1911, Article 10 of the Perjury (Northern Ireland) Order 1979 (SI 1979/1714 (NI 19)) or section 44(2) of the Criminal Law (Consolidation) (Scotland) Act 1995. (as applicable)

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Tel. No.** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PAYMENT METHOD**

If you are paying by cheque it should be made payable to The Information Commissioner, **please quote your registration number on the back of the cheque.**



**This form should only be returned if you wish to amend or remove your register entry**

**Register Entry:** Z1927511

**Direct Debit**

**Expiry Date:** 22 September 2012



Below are the Data Controller and contact details that are currently held.

**Data Controller Name:** TRUSTEES OF THE OAKLEAF FACILITIES LTD SIBA

**Company Reg No:**

**Contact Name:** GAVIN MCCLOSKEY – SCHEME PRACTITIONER

**Current Data Controller Address:**

7 BROOKFIELD  
MOULTON PARK  
NORTHAMPTON  
NN3 6WL

**Contact Address:**

PENSION PRACTITIONER.COM LIMITED  
DAWS HOUSE  
33-35 DAWS LANE  
LONDON  
NW7 4SD

**Email:** INFO@PENSIONPRACTIONER.COM

**Tel No:** 0800 634 4862

**Fax No:** 020 8711 2522

**IF YOU WISH TO MAKE ANY AMENDMENTS TO THE ABOVE DETAILS PLEASE COMPLETE THE FORM BELOW.**

**Data Controller Name:** (Please refer to the note overleaf)

**Company Reg No:** (Optional Please refer to the note overleaf)

**Contact Name:**

**Amended Data Controller Address:**

**Contact Address:**

(The contact details will be used by us for all correspondence in connection with your notification. The contact details will not appear on the public register)

**Email:**

**Tel No:**

**Fax No:**

If you require any other amendments to be made to your register entry you should write to the Changes Team giving details or download our Changes Form from the Internet ([www.ico.gov.uk](http://www.ico.gov.uk)).

If the data controller is no longer required to notify under the Data Protection Act 1998 you should complete the form overleaf.

### \* Changes in Data Controller Name / Company Registration Number

A change in name may be due to a change in the legal entity of the data controller. Examples are when a sole trader becomes a partnership or a partnership becomes a limited company. A change of company registration number would also constitute a change in the legal entity of the data controller.

It is not possible to transfer a register entry from one legal entity to another. In these cases the entry can not be renewed and you will need to telephone the notification help line (01625 545740) to start the process of making a new application to notify. Alternatively you can start the process by completing a notification form on-line at [www.ico.gov.uk](http://www.ico.gov.uk)

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### Removal of Register Entry : Z1927511

#### Notification is not required because:-

1. The data controller ceased trading on \_\_\_\_\_ (Date)
2. Personal information is no longer being processed on an automated system such as a computer. ☐
3. All of the data controller's processing is covered by one or more of the notification exemptions (for more information please visit [www.ico.gov.uk](http://www.ico.gov.uk)). Please tick which exemption(s) you are relying on.

The data controller is only processing personal data for;

- ☐ their own accounts and records
- ☐ their own staff administration (including payroll)
- ☐ their own advertising, marketing & public relations
- ☐ personal, family or household affairs (including recreational purposes)

The data controller is a not-for-profit organisation and complies fully with the conditions of the not-for-profit exemption. ☐

If you have ticked any of the boxes above you should state the reason(s) why personal information is no longer being processed OR why you are now relying on one or more of the notification exemptions.

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### Declaration

To the best of my knowledge and belief, the particulars given in this form and on any continuation sheets are correct and complete. I confirm that I am the Data Controller named overleaf or that I am authorised to act on behalf of the Data Controller.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Please return your completed form to:

Notification Department (Changes Team), Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF