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

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



6 November 2018

Organisation name

: The Trustees of the P A Brown Labour Sussex Ltd RBS

Order Reference

: 0035b0c50301

Reference

: ZA219916

Dear Miss McAlister

Data protection fee - renewal due - ACTION REQUIRED

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

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Your registration as a data controller under the Data Protection Act 1998 (DPA98) will expire on 27 November 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.

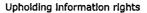
Changes to the law

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) to confirm how much you need to pay, and contact us immediately if you think we have got our assessment wrong.





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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).

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).

If you need to contact us, please call us on 0303 123 1113, or email 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







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

Data Protection Registration Department	8 0 8 6 3 4
PO Box 66 WILMSLOW Cheshire SK9 5AF	FOR INFORMATION COMMISSIONER'S OFFICE OFFICIAL USE ONLY This is not part of the Instruction to your Bank or Building Society
Name(s) of Account Holder(s)	
	Registration end date: 27 Nov 2018
Branch Sort Code	
Bank/Building Society account number	Instruction to your Bank or Building Society Please pay the Information Commissioner Direct Debits fron the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I
Name and full postal address of your Bank or Building Society	understand that this Instruction may remain with The Information Commissioner and, if so details will be passed electronically to my Bank/Building Society.
To The Manager Society	The second secon
Address	Signature(s)
Postcode	Telephone Number
Registration reference: ZA219916	Date

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.