

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

RECEIVED  
26 FEB 2018



2566

20 February 2018

**Organisation name** : The Trustees of the Party at Peets Executive Pension Scheme  
**Order reference** : 003aa875020b  
**Registration reference** : ZA240263

Dear Miss McAlister

**Data protection registration - 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 (DPA) will expire on 13 March 2018.

You are legally required to either:

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

Renewal costs £35 or £500 (VAT is nil in both cases) depending on the size of your organisation. For more information about registration fees and to see how much you need to pay, please visit [ico.org.uk/cost](http://ico.org.uk/cost). If the amount you need to pay has changed from £35.00, which you paid last year, please contact us.

You can pay the renewal fee 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 **post** it with a copy of this letter to our Registration Team. We'll do the rest. Please do not email the instruction to us. We are unable to process mandates electronically.

**Paying online** – you can renew securely online with a debit or credit card. Just visit [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 and post it to our Registration Team, with a copy of this letter.

If you think you no longer need to be registered as a data controller, please call us on 0303 123 1113, or email [registration@ico.org.uk](mailto:registration@ico.org.uk), to explain why you don't need to be registered.

### **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](mailto:emilym@pensionpractitioner.com)**. We used this address 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 calling our helpline or by emailing [registration@ico.org.uk](mailto:registration@ico.org.uk).

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

### **Changes to the law**

On 25 May 2018, the DPA will be replaced by the General Data Protection Regulation (GDPR). As part of this, the current registration fee will be replaced by a new data protection fee. (Although we previously advised that these changes would take place on 1 April 2018, the position has now changed).

The fee will still be based on the data controller's size and turnover, but will also take into account the amount of personal data it is processing.

No one will be required to pay the new fee whilst they have a current registration with us, but the new fee will be payable when that registration expires.

For the time being, you don't need to do anything, other than take the steps described earlier in this letter in respect of your current registration. The DPA will be in force until 25 May 2018 and, until that time, it will still be a criminal offence not to be registered, unless an exemption applies.

You should also visit our website to see the information we have published about the changes to the law. We will add to this over time and will write to you again with details of the new fee when you are next due to renew.

Yours sincerely



Paul Arnold

**Deputy Chief Executive Officer  
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

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: **ZA240263**

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: **13 Mar 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.