

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



2081

RECEIVED  
26 FEB 2018

18 February 2018

**Organisation name:** The Trustees of the St Johns Abingdon Limited  
Pension Scheme  
**Order reference:** 0038df650208  
**Registration reference:** ZA232950

Dear Miss McAlister

**Data protection registration - your registration has expired**

**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)  
**expired on 8 February 2018** and so is due for renewal.

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.

If you need to renew, you can pay your renewal fee of £35 (VAT is nil) 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 our Registration Team. We'll do the rest. Please do not email the instruction to us. We are unable to process mandates electronically.

**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.

Please post cheques and direct debit instructions to: Registration Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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.

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

For the avoidance of doubt, even though the law is changing, the DPA will remain in force until 25 May 2018. Until that time, it will still be a criminal offence not to be registered under the DPA, unless an exemption applies.

Further, on 25 May, the current registration fee will be replaced by a new data protection fee. 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.

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: **ZA232950**

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: **08 Feb 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

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Date

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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.