

Mattioli Woods

PENSION CONSULTANCY PENSION ADMINISTRATION PENSION INVESTMENT
MW HOUSE 1 PENMAN WAY GROVE PARK ENDERBY LEICESTER LE19 1SY
TEL 0116 240 8700 FAX 0116 240 8701
E-mail: pensions@mattioli-woods.com

13 January 2011

Mr Miserotti
Pension Practioner.Com
Daws House
33 – 35 Daws Lane
London
NW7 4SD

Dear Mr Miserotti

STAFFORDSHIRE BUSINESS SYSTEMS EXECUTIVE PENSION SCHEME

Please find enclosed a letter from the Information Commissioners office regarding the above scheme. As we no longer look after this scheme, I am sending this document to you.

Yours sincerely



Baljeet Gill

Enclosure

SEB\ARCHIVED\SSAS\STAFFORDSHIRE BUSINESS SYSTEMS EXECUTIVE PENSION SCHEME\CORRESPONDENCE\20110113PPC1

RECEIVED
12 JAN 2011



SARAH ALLSOPP - ACCOUNT MANAGER
C/O MW HOUSE
1 PENMAN WAY
GROVE PARK
ENDERBY
LEICESTER
LE19 1SY

07 January 2011

Data Controller Name: THE TRUSTEES OF STAFFORDSHIRE BUSINESS SYSTEMS EXECUTIVE PENSION SCHEME

Registration Number: Z9773497

For the attention of : SARAH ALLSOPP - ACCOUNT MANAGER

Data Protection Act 1998 - Reminder to Renew

Your register entry **Z9773497** has an expiry date of **18 February 2011**.

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. You should complete the form overleaf and return it with your fee.

Full guidance and information regarding the fee change and the completion of the form can be found in the enclosed booklet.

If any of the name and/or address details within your entry have changed, or if notification is no longer required, please refer to the enclosed alteration form.

NOTIFICATION DEPARTMENT

Please complete this statement and return it with your payment in the enclosed envelope

SEND TO:

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

Registration Number: Z9773497

Date of letter: 07 January 2011

Data Controller Name: THE TRUSTEES OF STAFFORDSHIRE BUSINESS SYSTEMS EXECUTIVE
PENSION SCHEME

PAYMENT DUE BY 18 FEBRUARY 2011

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

The data controller falls within:

Tier 1: ☐ The fee for renewal is **£35.00** Tier 2: ☐ The fee for renewal is **£500.00**

ENTER THE AMOUNT YOU ARE REQUIRED TO PAY IN THIS BOX



£

Please note that notification fees are VAT exempt

(VAT)

£

Nil

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: _____

PAYMENT METHODS

☐ Cheques should be made payable to The Information Commissioner, **quoting your registration number on the back of the cheque.**

☐ Direct Debit 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. If you are in Tier 1 and wish to pay for renewal using this option please complete and return the enclosed direct debit instruction with this statement.

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

Register Entry: Z9773497

Expiry Date: 18 February 2011



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

Data Controller THE TRUSTEES OF STAFFORDSHIRE BUSINESS SYSTEMS EXECUTIVE PENSION
Name: SCHEME

Company Reg No:

Contact Name: SARAH ALLSOPP – ACCOUNT MANAGER

Current Data Controller Address:
Addresses: C/O MW HOUSE

1 PENMAN WAY
GROVE PARK
ENDERBY
LEICESTER
LE19 1SY

Contact Address:

C/O MW HOUSE
1 PENMAN WAY
GROVE PARK
ENDERBY
LEICESTER
LE19 1SY

Email: sarah.allsopp@mattioli-woods.com

Tel No: 0116 240 8700

Fax No: 0116 240 8701

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

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

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

Contact Name:

Amended Data Controller Address:
Addresses:

(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)

Contact Address:

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 (address overleaf) giving details or download our Changes Form from the Internet (www.ico.gov.uk).

If the data controller is no longer required to notify under the Data Protection Act 1988 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

Removal of Register Entry : Z9773497

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). 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.

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

**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
(Renewals Team)
PO Box 66
WILMSLOW
Cheshire
SK9 5AF**

Originator's Identification Number

8	0	8	6	3	4
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FOR DATA PROTECTION OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Expiry date **18-FEB-11**

Name(s) of Account Holder(s)

Bank / Building Society account number

Branch Sort Code

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.

To The Manager

Bank / Building Society

Address

Signature(s)

Postcode

Telephone Number

Date _____

Reference Number

Z9773497

Banks and Building Societies may not accept Direct Debit instructions for some types of account

This guarantee should be detached and retained by the Paver

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment date changes The Information Commissioner will notify you 10 working days in advance of your account being debited or as otherwise stated.
- If an error is made by the Information Commissioner or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. please send a copy of your letter to us.