

RECEIVED
22 DEC 2017

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



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14 December 2017

Organisation name : The Trustees of the TCA SSAS
Order reference : 0026c5650455
Registration reference : ZA158806

Dear Sir/Madam

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 4 January 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. 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.

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, 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:

info@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.

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 faithfully



Paul Arnold

**Deputy Chief Executive Officer
Information Commissioner's Office**