

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



27 March 2019

Organisation name : The Trustees of the Winterthur Pension Scheme
Order Reference : 003c58f5030d
Reference : ZA247183

Dear Miss McAlister

Data protection fee - 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 (DPA98) will expire on 17 April 2019.

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.

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

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: **ZA247183**

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: **17 Apr 2019**

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.