

INTELISEN LIMITED  
111 HAGLEY ROAD  
EDGBASTON  
BIRMINGHAM  
WEST MIDLANDS  
UNITED KINGDOM  
B16 8LB

**ico.**

Information Commissioner's Office

11/02/2020

Companies House number: 11811427

Data protection fee: does INTELISEN LIMITED need to  
pay?  
Please respond by 13 March 2020

Dear Sir/Madam

I'm writing from the Information Commissioner's Office (ICO), the UK's data protection regulator. Our records show that you are not registered with us. Registering as a fee payer shows your customers that you take your data protection obligations seriously and INTELISEN LIMITED will be listed alongside the other companies in the manufacturing industry who pay their fee.

The Data Protection (Charges and Information) Regulations 2018 require every business that processes personal information to pay a data protection fee to the ICO, unless they're exempt. If you need to pay – and don't – you could be fined up to £4,000.

If you hold customers' names, addresses or phone numbers on computer, you're processing personal information and may need to pay. If, like many other companies in your sector, you use surveillance cameras (like CCTV) for crime prevention, you do need to pay.

Most companies need to pay £40 or £60 a year. There aren't many situations where you'd be exempt from paying a fee, but you can check at **[ico.org.uk/fee-checker](https://ico.org.uk/fee-checker)**. If our online fee checker says you don't need to pay, please let us know by filling in the short form at **[ico.org.uk/no-fee](https://ico.org.uk/no-fee)**, and we'll update our records. There's no need to call us as well as completing the form, but we do have a helpline number in case you need it: **0303 123 1113**.

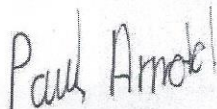


If you need to pay, please visit **ico.org.uk/fee** and click '**first time payment**', unless you've registered with us before. You must complete the online application before sending your payment. If you've already made this payment, please ignore this letter.

We're expecting to hear from you by **13 March 2020**, by which time you need to have paid or let us know you're exempt. If you need help with your data protection obligations, you can check out the small businesses resources on our website at **ico.org.uk/hub**.

Please note that some company data has to be made publicly available by law. We got your details from data published at **gov.uk**. For information about what we do with personal data, please see our privacy notice at **ico.org.uk/privacy-notice**.

Yours faithfully



Paul Arnold

Deputy CEO / Executive Director - Corporate Strategy and Planning



### Where do you pay?

Please go to **ico.org.uk/fee** to pay by debit or credit card. You'll need to register for a first time payment. It takes about 15 minutes. Save time, hassle and money each year by setting up a Direct Debit, which deducts £5 from your fee.



### Check if you're exempt

Find out if your company is exempt from paying the data protection fee. Visit **ico.org.uk/fee-checker**



### Pay the fee

For most companies it's £40 or £60 a year. Select 'first time payment' at **ico.org.uk/fee**



### How can I protect myself from postal scams?

- Check a letter is genuine by searching online for the organisation who sent it
- Talk to someone you trust such as a friend or family member
- Search online for guidance on scams and how to protect yourself