

MR DAVID NICKLIN  
1A  
PARK LANE  
POYNTON  
STOCKPORT  
SK12 1RD



MD Set up  
25/03/2021  
let. Esther know

10 March 2021

**Organisation name** : Rc Administration Limited  
**Order reference** : 00b598f50207  
**Registration reference** : ZA743823

Dear Mr NICKLIN

**GDPR/Data Protection Act 2018**  
**Data protection fee - renewal due - ACTION REQUIRED**

**If you have already sent us your payment, please ignore this letter.**

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 31 March 2021. You are now legally required to either:

- renew your registration, taking the tier assessment to confirm the fee you need to pay (see [www.ico.org.uk/fee-self-assessment](http://www.ico.org.uk/fee-self-assessment)), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

**Amount required**

Under the Regulations, you must pay an annual fee of £40, £60 or £2900 depending on your size **or** turnover. **VAT is nil in all cases.**

Based on your last assessment, you are now required to pay **£40**. However, you should use our tier assessment tool (see [www.ico.org.uk/fee-self-assessment](http://www.ico.org.uk/fee-self-assessment)) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

**How to pay**

**Direct debit** - this is the best way to make sure you renew on time. Just visit [www.ico.org.uk/direct-debit](http://www.ico.org.uk/direct-debit) and follow the instructions to complete your payment online. It's really quick and easy. **If you pay by direct debit you will**

**automatically receive an annual reduction of £5.** You will need your **order reference** and **registration reference** from the top of this letter.

**Online** - pay securely with a debit or credit card at [www.ico.org.uk/pay](http://www.ico.org.uk/pay). You will need the **order reference** and **registration reference** from the top of this letter.

**Cheque** - make cheques payable to the 'Information Commissioner'. Put your **registration reference** from the top of this letter on the back and send it, with a copy of this letter, to:

Data Protection Fees, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Your contact information**

We currently hold **INFO@RETIREMENT.CAPITAL** as your email address. We used this address to remind you your data protection fee is due.

### **Failure to pay on time**

If you don't pay the (correct) fee, you could be fined up to £4,350. We will begin this process 21 days after expiry if we don't hear from you first. We publish details of the fines we issue on our website.

### **Further information**

You must let us know if any of the details we hold about you change.

If you are required to have a Data Protection Officer (DPO) under the GDPR or you choose to appoint one, you should also tell us about this. For more information please see [www.ico.org.uk/DPOs](http://www.ico.org.uk/DPOs).

If you need any more information about the fee, please see [www.ico.org.uk/fee-guide](http://www.ico.org.uk/fee-guide).

If you want to discuss your payment or your obligation to pay, please call us on 0303 123 1113, or email [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk). You'll need the **registration reference from the top of this letter** and the **security number** we sent you when you first applied.

If you need help with your other data protection obligations, including any relating to changes brought about by COVID-19, please see [www.ico.org.uk](http://www.ico.org.uk) or call us on 0303 123 1113. We are here to help at what we know is a very challenging time.

For information about what we do with personal data see our privacy notice at [www.ico.org.uk/privacy-notice](http://www.ico.org.uk/privacy-notice).

Yours sincerely



Michael Fitzgerald

Director of Digital, IT and Business Services  
Information Commissioner's Office