



Georgina Martin &lt;georginam@retirement.capital&gt;

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**FW: Data Protection fee - Reminder to renew ICO:00011276257**

4 messages

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**Derek Knowles** <derek@aptusproperties.co.uk>  
To: Georgina Martin <georginam@retirement.capital>

Wed, Nov 9, 2022 at 2:27 PM

Hi Georgina

The email below from the ICO. I have always paid from my personal account. However, as it is relating to the Aptus Pension Scheme, should the payment be coming from the pension bank account?

**Kind Regards****Derek Knowles****Aptus Properties****Tel: 07983434924****E: [derek@aptusproperties.co.uk](mailto:derek@aptusproperties.co.uk)**

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**From:** Information Commissioner's Office Renewal Reminder  
**Sent:** 23 October 2022 00:34  
**To:** [Derek Knowles](mailto:Derek Knowles)  
**Subject:** Data Protection fee - Reminder to renew ICO:00011276257**Organisation name:** Trustee(s) of the Aptus Pension Scheme**Order reference number:** 0047e0150755**Reference:** ZA294401

Dear Derek Knowles

**GDPR/Data Protection Act 2018****Data protection fee renewal - ACTION REQUIRED BY 03/12/2022**

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 03/12/2022. You must now either:

- renew your registration, taking the tier assessment to confirm the fee you need to pay (see [ico.org.uk/fee-self-assessment](https://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 £2,900 depending on the size **or** turnover of your organisation. **VAT is nil in all cases.**

Based on your last assessment you are now required to pay **£40.00**. However, you should use our tier assessment tool (see [ico.org.uk/fee-self-assessment](https://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**

Did you know that 89% of fee payers pay on time? You can pay in any of these ways:

**Direct debit** - this is the best way to make sure you renew on time. Just click on the link [ico.org.uk/direct-debit](https://ico.org.uk/direct-debit) and follow the instructions to complete your payment online. It's really quick and easy to do. **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 email.

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

**Cheque** - make cheques payable to the Information Commissioner. Put your **registration reference** (above) on the back and send it to the address below, with a copy of this email.

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

**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 your registration expires 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 want to tell us about a change to your details please go to [ico.org.uk/update](https://ico.org.uk/update). The online change service is very quick and easy to use. You will need your registration reference and security number.

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 [ico.org.uk/DPOs](https://ico.org.uk/DPOs).

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

If you want to discuss your payment or your obligation to pay, 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 email 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 [ico.org.uk](https://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 [ico.org.uk/privacy-notice](https://ico.org.uk/privacy-notice).

Yours sincerely

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

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**Georgina Martin** <georginam@retirement.capital>  
To: Derek Knowles <derek@aptusproperties.co.uk>

Wed, Nov 9, 2022 at 3:28 PM

Hi Derek,

This is entirely up to you, the scheme can cover the cost if you wish. Would you like me to arrange that ICO debit this fee automatically from the scheme account when due?

Kind regards  
Georgina  
[Quoted text hidden]

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Kind regards  
Georgina



Web. <https://retirement.capital>  
Phone: 0330 311 0088

Post Processing Center:  
Office 12  
Venture Wales Building  
Pentrebach  
Merthyr Tydfil  
CF48 4DR

Head Office:  
18 Soho Square  
London  
W1D 3QL

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**Derek Knowles** <derek@aptusproperties.co.uk>  
To: Georgina Martin <georginam@retirement.capital>

Wed, Nov 9, 2022 at 3:30 PM

Hi Georgina

Yes please arrange this from the pension scheme

**Kind Regards**  
**Derek Knowles**

**Aptus Properties**

**Tel: 07983434924**

**e: [derek@aptusproperties.co.uk](mailto:derek@aptusproperties.co.uk)**

On 9 Nov 2022, at 14:28, Georgina Martin <[georginam@retirement.capital](mailto:georginam@retirement.capital)> wrote:

[Quoted text hidden]

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**Georgina Martin** <[georginam@retirement.capital](mailto:georginam@retirement.capital)>  
To: Derek Knowles <[derek@aptusproperties.co.uk](mailto:derek@aptusproperties.co.uk)>

Wed, Nov 9, 2022 at 3:31 PM

Hi Derek,

Thanks for confirming, I will have this arranged.

Kind regards

Georgina

[Quoted text hidden]