

MR BRAD DAVIS  
WORKPLACE PENSION TRUSTEES  
LTD  
5300 LAKESIDE  
CHEADLE  
STOCKPORT  
CHESHIRE  
SK8 3GP

5 September 2016

**Organisation name:** The Trustees of the Atlas Air Conditioning Ltd SSAS  
**Registration reference:** ZA127945  
**Order reference:** 001f3c950209

Dear Mr Davis,

**FINAL REMINDER - your data protection registration has expired - make sure you are not committing a criminal offence.**

Your annual registration as a data controller under the Data Protection Act expired on 7 July 2016. If you are still processing personal information and do not qualify for an exemption, you should renew your registration immediately. Failure to do so is a criminal offence.

Registration renewal either costs £35 or £500 (VAT: nil) depending on the size of the organisation. You paid £35 last time. So, unless things have changed significantly, the fee is likely to be the same.

For more information about registration fees and to check if £35 is still the right fee for you please visit our website at [ico.org.uk/cost](http://ico.org.uk/cost)

#### **How to renew your registration**

Choose your payment method below and follow the instructions. Once you've paid your renewal fee we'll send you confirmation and you'll be registered for another year. You can pay 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 send it with a copy of this letter to our Registration Team. We'll do the rest.

Please do not email the instruction to us because we are currently unable to process mandates electronically.

**Online** - you can renew securely online by debit or credit card. Just visit our website at [ico.org.uk/pay](http://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. Please send it to our Registration Team with a copy of this letter.

### **Your contact information**

We contact our customers by email wherever possible and hold the following email address as your contact information: **[info@workplacepensiontrustees.com](mailto:info@workplacepensiontrustees.com)**.

We used this address when we first tried to remind you that your registration was due to expire.

If you renew, we will email our confirmation to you, so please check that the email address is up to date. If it needs changing, please tell us by emailing [registration@ico.org.uk](mailto:registration@ico.org.uk) or by calling our helpline.

### **How to remove your registration**

If you think you no longer need to be registered as a data controller, please call our helpline on 0303 123 1113 or email us at [registration@ico.org.uk](mailto:registration@ico.org.uk) and explain why.

When you contact us you will need your **registration reference** and your **security number**, which we sent to you when you first registered.

Yours sincerely,



Paul Arnold  
**Head of Customer Contact**  
**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: **ZA127945**

Originator's Identification Number

<b>8</b>	<b>0</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>4</b>
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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: **07 Jul 2016**

### 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.