

MRS GEORGINA MARTIN  
C/O PENSION PRACTITIONER  
OFFICE 12, VENTURE WALES BUILDING  
PENTREBACH  
MERTHYR TYDFIL  
CF48 4DR



18 October 2020

**Organisation name** : The Trustees of the Bennett Pension Scheme  
**Order reference** : 00893a250256  
**Registration reference** : ZA562082

Dear Mrs Martin

**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 7 November 2020. 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** - the best way to make sure you renew on time. Complete the enclosed instruction and email or post it, with a copy of this letter, to the address below. **If you pay by direct debit you will automatically receive an annual reduction of £5.**

**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** overleaf.

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

Please post cheques and direct debit instructions to: Data Protection Fees, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. For email, use [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk).

Please note that it is currently taking us longer to process cheques and direct debits, due to the COVID-19 pandemic.

### Your contact information

We currently hold **georginas@pensionpractitioner.com** as your email address. We used this address to remind you your data protection fee is due.

### Failure to pay on time

As COVID-19 is causing serious difficulties for many businesses, we are not currently pursuing late payments. We will, however, review the position when the public health emergency is over.

### Further information

You don't have to tell us about the personal data you process. However, you do need to 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).

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

If you need to contact us, please call us on 0303 123 1113, or email [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk). You'll need your **registration 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: **ZA562082**

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 Nov 2020**

### 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)

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Telephone Number

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Date

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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.