

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



25 August 2021

Organisation name : The Trustees of the Carlton James Retirement Fund
Order reference : 00c059e5020d
Registration reference : ZA787870

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 15 September 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), 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) 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 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. 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 **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

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.

If you need any more information about the fee, please see 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. 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 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.

Yours sincerely



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