

MISS EMILY MCALISTER
PENSION PRACTITIONER
48 CHORLEY NEW ROAD
BOLTON
BL1 4AP



19 March 2018

Organisation name : The Trustees of the Country Fresh Foods SSAS
Order reference : 003c1295025d
Registration reference : ZA246057

Dear Miss McAlister

Data protection registration - renewal due - action required

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

Your registration as a data controller under the Data Protection Act 1998 (DPA) will expire on 9 April 2018.

You are legally required to either:

- renew your registration every year, or
- cancel your registration if your circumstances have changed and you no longer need to be registered.

Renewal costs £35 or £500 (VAT is nil in both cases) depending on the size of your organisation. For more information about registration fees and to see how much you need to pay, please visit ico.org.uk/cost. If the amount you need to pay has changed from £35.00, which you paid last year, please contact us.

You can pay the renewal fee 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 **post** it with a copy of this letter to our Registration Team. We'll do the rest. Please do not email the instruction to us. We are unable to process mandates electronically.

Paying online – you can renew securely online with a debit or credit card. Just visit 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 and post it to our Registration Team, with a copy of this letter.

If you think you no longer need to be registered as a data controller, please call us

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: **ZA246057**

Originator's Identification Number

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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: **09 Apr 2018**

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.