



MRS GEORGINA MARTIN
RETIREMENT CAPITAL
OFFICE 12
VENTURE WALES BUILDING
PENTREBACH
MERTHYR TYDFIL
CF48 4DR

10 June 2023

Organisation name : The Trustees of the Mason Family Pension Scheme
Order reference : 005354d60451
Registration reference : ZB341325

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 1 July 2023. 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

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

