



Esther S &lt;esther@pensionpractitioner.com&gt;

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**Fwd: Data Protection fee - Reminder to renew ICO:00012449859**

1 message

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**Emily McAlister** <emilym@pensionpractitioner.com>  
To: Esther S <esther@pensionpractitioner.com>

10 September 2019 at 10:35

----- Forwarded message -----

From: **Information Commissioner's Office** <[dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk)>

Date: Tue, 10 Sep 2019 at 03:39

Subject: Data Protection fee - Reminder to renew ICO:00012449859

To: Emily McAlister <[emilym@pensionpractitioner.com](mailto:emilym@pensionpractitioner.com)>**Organisation name:** Trustee(s) of the Boyd & Lloyd Pension Scheme**Order reference number:** 05cf7d92055d**Reference:** Z6092761

Dear Emily McAlister

**GDPR/Data Protection Act 2018****Data protection fee renewal - ACTION REQUIRED BY 22/10/2019**

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 (the fee), unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 22/10/2019. You are now legally required to either:

- renew your registration and take the tier assessment to confirm the fee you need to pay (see [ico.org.uk/fee-self-assessment](https://ico.org.uk/fee-self-assessment)), or
- cancel your registration if your circumstances have changed and tell 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 the information we have, we believe that you are now required to pay **£40.00**. However, you should use our assessment tool (see [ico.org.uk/fee-self-assessment](https://ico.org.uk/fee-self-assessment)) to confirm how much you need to pay, and contact us immediately if you find your current assessment is wrong.

Did you know that 89% of organisations that pay the fee - pay on time? You can pay in any of these ways:

**Direct debit** - the best way to make sure you renew on time. Complete the attached instruction and either **email** the mandate or **post** it, with a copy of this email, to the address below. **Payments made by direct debit will automatically receive an annual £5 reduction.**

**Online** - pay securely with a debit or credit card at [ico.org.uk/pay](https://ico.org.uk/pay). You will need the **order reference** and **registration reference** shown above.

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

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).

**Failure to pay on time**

If you don't pay the (correct) fee, you could be fined up to £4,350. We will begin the 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 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 tell us about this. For more information please see [ico.org.uk/DPOs](https://ico.org.uk/DPOs).

For more information about the fee please see [ico.org.uk/fee-guide](https://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**

For more information about what we do with personal data see our privacy notice at [ico.org.uk/privacy-notice](https://ico.org.uk/privacy-notice).

**How to pay**

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Kind Regards

Emily McAlister  
Administrator

*Please note our new administration and post processing centre:*

Pension Practitioner  
Office 12  
Venture Wales Building  
Pentrebach  
Merthyr Tydfil  
CF48 4DR

T: 0800 634 4862  
F: 020 8711 2522

Pension Practitioner is a tradestyle of The Practitioners Partnership LP  
Registered Number: 00159  
Registered Office: 1st Floor, World Trade Centre, Baytree Road, Gibraltar GX11 1AA

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**DD Instruction Form.pdf**

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