

John | Springfield Papers

From: Information Commissioner's Office <dataprotectionfee@ico.org.uk>
Sent: 19 January 2020 08:44
To: John | Springfield Papers
Subject: Data Protection fee - Reminder to renew ICO:00013177580
Attachments: DD Instruction Form.pdf

Follow Up Flag: FollowUp
Flag Status: Flagged

Organisation name: Springfield Business Papers Limited
Order reference number: 0029b805085c
Reference: ZA170880

Dear John Coldrick

GDPR/Data Protection Act 2018 **Data protection fee renewal - ACTION REQUIRED BY 01/03/2020**

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 01/03/2020. 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), 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) to confirm how much you need to pay, and contact us immediately if you find your current assessment is wrong.

How to pay

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. 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.

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.

For more information about the fee please see ico.org.uk/fee-guide.

If you need to contact us, please call us on 0303 123 1113, or email 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.