

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



23 September 2020

**Organisation name** : The Trustees of the Televideo SSAS  
**Order reference** : 0087b4a5020f  
**Registration reference** : ZA555850

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 14 October 2020. 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](http://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](http://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.

## 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: **ZA555850**

Originator's Identification Number

<b>8</b>	<b>0</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>4</b>
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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: **14 Oct 2020**

### 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.