



Esther S <esther@pensionpractitioner.com>

Fwd: Data Protection registration - Reminder to renew ICO:00045645557

1 message

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

6 March 2018 at 10:04

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

From: **Registration Team Queue** <registration@ico.org.uk>
Date: 6 March 2018 at 02:03
Subject: Data Protection registration - Reminder to renew ICO:00045645557
To: Emily McAlister <emilym@pensionpractitioner.com>

Organisation name: The Trustees of the Winterthur Pension Scheme
Order reference number: 003c58f5020c
Registration reference: ZA247183

Dear Emily McAlister

Data protection registration - renewal due - ACTION REQUIRED

Your registration as a data controller under the Data Protection Act 1998 (DPA) will expire on 17/04/2018.

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.

You can view your register entry at ico.org.uk/register.

Renewal costs £35 or £500 (VAT: nil) 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 please contact us.

You can pay the renewal fees 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 email to our Registration Team. We'll do the rest. Please do not email the instruction to us. We are unable to process mandates received electronically.

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 email and post it to our Registration Team, with a copy of this email.

Please post cheques and direct debit instructions to: Registration Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

If you need to contact us, please call us on 0303 123 1113, or email registration@ico.org.uk. You'll need your **registration reference** and your **security number**, which we sent you when you first registered.

Changes to the law

On 25 May 2018, the DPA will be replaced by the General Data Protection Regulation (GDPR). As part of this, the current registration fee will be replaced by a new data protection fee. (Although we previously advised that these changes would take place on 1 April 2018, the position has now changed).

The fee will still be based on the data controller's size and turnover, but will also take into account the amount of personal data it is processing.

No one will be required to pay the new fee whilst they have a current registration with us, but the new fee will be payable when that registration expires.

For the time being, you don't need to do anything, other than take the steps described earlier in this letter in respect of your current registration. The DPA will be in force until 25 May 2018 and, until that time, it will still be a criminal offence not to be registered, unless an exemption applies.

You should also visit our website to see the information we have published about the changes to the law. We will add to this over time and will write to you again with details of the new fee when you are next due to renew.

Yours sincerely

Paul Arnold
Deputy Chief Executive Officer
Information Commissioner's Office

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Kind Regards

Emily McAlister
Administrator

Please note that from 01st September 2017 our address has change to:

Pension Practitioner
[48 Chorley New Road](#)
[Bolton](#)
[BL1 4AP](#)

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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