

MISS EMILY MCALISTER
VENTURE WALES BUILDING
PENTREBACH
MERTHYR TYDFIL
CF48 4DR



3 April 2020

Organisation name : The Trustees of the BluMarble Pension Scheme
Order reference : 002a7ff50756
Registration reference : ZA174079

Dear Miss McAlister

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 (the fee), unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 17 March 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 www.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 required to pay **£40**. However, you should use our assessment tool (see www.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 enclosed instruction and either **email** the mandate or **post** it, with a copy of this letter, 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 www.ico.org.uk/pay. You will need the **order reference** and **registration reference** overleaf.

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

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.

Your contact information

We contact our customers by email wherever possible and currently hold the following email address as contact information for you:

emilym@pensionpractitioner.com. We used this address to remind you your data protection fee is due.

Failure to pay on time

If you don't pay the (correct) fee, you could be fined up to £4,350. We will begin this 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 www.ico.org.uk/DPOs.

For more information about the fee, please see www.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

Paul Arnold

**Deputy Chief Executive Officer
Information Commissioner's Office**



Choose a major credit card to the first order confirmation, and
your registration number (shown on the back) and send it to the address below.
With a copy to the bank.

What is the name and address of the person who is responsible for
the registration? Please provide the name and address of the person who is
responsible for the registration.

For more information about the fee, please see the fee schedule on the
back of the form. The fee is £100 per year. The fee is payable by
credit card or by bank transfer. The fee is payable to the
Information Commissioner's Office.

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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
Postcode	

Registration reference: **ZA174079**

Originator's Identification Number

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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: **17 Mar 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.

