

MR PAUL DAVIES
VENTURE WALES BUILDING
MERTHYR TIDFI INDUSTRIAL BUSINESS PARK
MERTHYR TIDFIL
CF48 4DR



11 June 2020

Organisation name : Platform Administration Partners
Order reference : 006ad1e50456
Registration reference : ZA437534

Dear Mr davies

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 2 July 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), 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) 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: **ZA437534**

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: **02 Jul 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)

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Telephone Number

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Date

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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.