

THE TRUSTEES OF THE FOUR LEGGED STOOL  
PENSION SCHEME  
RC ADMINISTRATION LIMITED  
OFFICE 12 VENTURE WALES BUILDING  
PENTREBACH  
MERTHYR TYDFIL  
WALES  
CF48 4DR

How to contact us

Payments and Penalties helpline:  
0303 123 1113  
Email:  
paymentsandpenalties@ico.org.uk

**STRICTLY PRIVATE & CONFIDENTIAL**

14 February 2023

Dear Sir / Madam

**NOTICE OF INTENTION TO ISSUE A PENALTY NOTICE UNDER THE DATA  
PROTECTION (CHARGES AND INFORMATION) REGULATIONS 2018**

Registration Number: ZA159976

Order Reference Number: 00270e850855

Expiry Date: 12 January 2023

I refer to the above matter, which has been the subject of previous data protection fee reminder correspondence issued by the Information Commissioner's Office (ICO). We sent this correspondence to the person your company nominated to deal with us on data protection fee issues. This is often a Data Protection Officer, a Director or a member of the finance team. Your contact details may not be up to date for the organisation, please email paymentsandpenalties@ico.org.uk if you need to update the contact details for the organisation.

Please find enclosed, by way of service, a Notice of Intent to issue a monetary penalty to **The Trustees of the Four Legged Stool Pension Scheme** under the above regulations unless either:-

- a) the requisite data protection fee of £40.00 is received by the Information Commissioner by 07 March 2023 or;
- b) representations are made to the Commissioner by 7 March 2023 by email to paymentsandpenalties@ico.org.uk or in writing explaining why The Trustees of the Four Legged Stool Pension Scheme is not required to pay a fee under the above regulations or if you wish to provide evidence that our assessment of the fee you are required to

Please note that all renewals will be backdated to the date that the registration expired once payment has been received and not to the date we received your payment.

### **How to renew:**

**You can renew online at: <https://ico.org.uk/renew>**

If you choose to pay your renewal by direct debit then a £5 reduction will be given to the annual fee. A direct debit mandate was attached to the initial renewal reminder but it can also be downloaded from our website. Please ensure the form is signed, dated and includes your registration number before you post it to us. Alternatively you can email the completed form in a PDF format to [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk). Please put 'Completed Direct Debit' in the subject line.

If you wish to pay by card then enter the registration number and order number quoted overleaf in the required fields on the renewal payment page and choose the amount to pay depending on the fee tier category you have determined you belong in.

If you choose to pay by cheque please make it payable to "The Information Commissioner" and quote your registration number on the back of the cheque and post it to the Payments and Penalties Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Should you wish to pay by BACS then the details are:-

Bank: Royal Bank of Scotland, Wilmslow branch  
Account Name: Registration Business Account  
Account Number: 11663041  
Sort Code: 163424

### **Please ensure you quote your registration number on your remittance.**

If you have recently made a BACS payment please contact us, providing the date the payment was made and reference number provided on the remittance, to allow us to allocate your payment.

You should note both the deadline of 7 March 2023, on page 5 of the Notice, and the provisions in the annex giving details of how to make representations. In this respect, please also consult the statutory guidance on the procedure and the issuing of monetary penalties which are available on our website via



In this respect, please also consult the statutory guidance on the procedure and the issuing of monetary penalties which are available on our website via the link: <https://ico.org.uk/rap>

If the matter ultimately proceeds to the issue of a Penalty Notice, you should be aware that its wording would not differ substantially from the Notice of Intent, although of course any representations made would be taken into account and we would correct any factual inaccuracy brought to our attention.

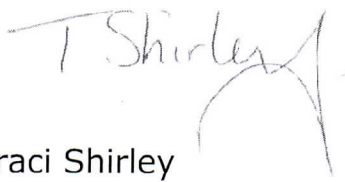
Any organisation issued with a Penalty Notice is subject to having their names listed on our website as per the above policy.

Action we've taken against organisations so far can be found at <https://ico.org.uk/penalty-notices>

If the matter subsequently results in a Penalty Notice being issued and payment is still not received then this will be subject to being passed to our external solicitors for collection.

If you have recently made a renewal payment or wish to contact us regarding this matter then please email [paymentsandpenalties@ico.org.uk](mailto:paymentsandpenalties@ico.org.uk) or call our helpline on 0303 123 1113 and ask to speak to a member of the Payments and Penalties team.

Yours faithfully



Traci Shirley  
Group Manager – Data Protection Fees  
Information Commissioner's Office