

Subject: Data Protection fee - Reminder to renew ICO:00014056368
From: Information Commissioner's Office <dataprotectionfee@ico.org.uk>
Date: 03/05/2020, 05:05
To: Shaun Cullimore <parish.clerk@swindonparish.org.uk>

Organisation name: Swindon Parish Council
Order reference number: 00681b55035e
Reference: ZA426421

Dear Shaun Cullimore

GDPR/Data Protection Act 2018
Data protection fee renewal - ACTION REQUIRED BY 13/06/2020

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 13/06/2020. You must now either:

- renew your registration, taking tier assessment to confirm the fee you need to pay (see 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 the size **or** turnover of your organisation. **VAT is nil in all cases.**

Based on your last assessment you are now required to pay **£40.00**. However, you should use our tier assessment tool (see ico.org.uk/fee-self-assessment) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

How to pay

Did you know that 89% of fee payers 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 attached instruction and email or post it, with a copy of this email, to the address below. **If you pay by direct debit will automatically receive an annual reduction of £5.**

Online - pay securely with a debit or credit card at ico.org.uk/pay. You will need the **order reference** and **registration reference** shown above.

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

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.

Please note that it is taking us longer than usual to process cheques and direct debits, due to the COVID-19 pandemic.

Failure to pay on time

As COVID-19 is causing serious difficulties for many businesses, we are not currently pursuing late payments. We will, however, review the position when the public health emergency is over.

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 also tell us about this. For more information please see

ico.org.uk/DPOs.

For more information about the fee please see 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
Deputy Chief Executive Officer
Information Commissioner's Office

For more information about what we do with personal data see our privacy notice at ico.org.uk/privacy-notice.

— Attachments: —

DD Instruction Form.pdf

160 kB