Information Commissioner's Office

Upholding information rights

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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www.ico.org.uk

MISS SARAH GROOM
HURSTPIERPOINT & SAYERS COMMON PARISH
COUNCIL OFFICE
VILLAGE CENTRE
TRINITY ROAD
HURSTPIERPOINT
WEST SUSSEX
BN6 9UY

30 October 2020

Organisation name : Hurstpierpoint & Sayers Common Parish Council
Order reference : 06c29102065b
Registration reference : Z7088400

Dear Miss Groom

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 20 November 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.

How to pay
Direct debit - this is the best way to make sure you renew on time. Just visit www.ico.org.uk/direct-debit and follow the instructions to complete your payment

online. It's really quick and easy. **If you pay by direct debit you will automatically receive an annual reduction of £5**. You will need your **order reference** and **registration reference** from the top of this letter.

Online - pay securely with a debit or credit card at www.ico.org.uk/pay. You will need the **order reference** and **registration reference** from the top of this letter.

Cheque - make cheques payable to the 'Information Commissioner'. Put your **registration reference** from the top of this letter on the back and send it, with a copy of this letter, to:

Data Protection Fees, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Your contact information
We currently hold **office@hurstpierpoint-pc.gov.uk** as your email address. 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 must 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 www.ico.org.uk/DPOs.

If you need any more information about the fee, please see www.ico.org.uk/fee-guide.

If you want to discuss your payment or your obligation to pay, please call us on 0303 123 1113, or email dataprotectionfee@ico.org.uk. You'll need the **registration reference from the top of this letter** and the **security number** we sent you when you first applied.

If you need help with your other data protection obligations, including any relating to changes brought about by COVID-19, please see www.ico.org.uk or call us on 0303 123 1113. We are here to help at what we know is a very challenging time.

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

Yours sincerely

Michael Fitzgerald
Director of Digital, IT and Business Services
Information Commissioner's Office