

From: Information Commissioner's Office Renewal Reminder dpfee_renewal_reminder@ico.org.uk
Subject: Data Protection fee - Reminder to renew ICO:00015681890
Date: 1 February 2024 at 00:48
To: Alex Lowrie cllr.alexander.lowrie@hannington-hants-pc.gov.uk



Organisation name: Hannington Parish Council
Order reference number: 007e65260356
Reference: ZB517714

Dear Alex Lowrie

GDPR/Data Protection Act 2018

Data protection fee renewal - ACTION REQUIRED BY 14/03/2024

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 14/03/2024. You must now either:

- renew your registration, taking the 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 £2,900 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 - this is the best way to make sure you renew on time. Just click on the link ico.org.uk/direct-debit and follow the instructions to complete your payment online. It's really quick and easy to do. **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 email.

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

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.

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

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 your registration expires 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 want to tell us about a change to your details please go to ico.org.uk/update. The online change service is very quick and easy to use. You will need your registration reference and security number.

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.

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

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

Hannington Village Hall

Hannington Parish Council

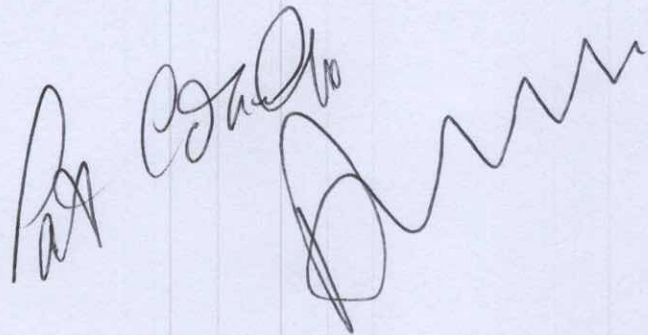
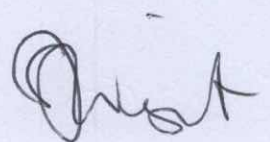
Hire of Hannington Village Hall

Tuesday 27th February 2024

Parish Council Meeting 7pm - 9pm

2hrs @ £8 per hr £16

Payment to:
Hannington Village Hall
Acc : 40414743
Sort : 40 - 09 - 18

Three handwritten signatures in black ink, appearing to be in cursive or a similar fluid script, located in the lower right quadrant of the page.A single handwritten signature in black ink, located in the bottom right corner of the page.

