

**From:** Information Commissioner's Office <dataprotectionfee@ico.org.uk>  
**To:** Sheia Woodland <sheilawoodland@btinternet.com>  
**Date:** May 6, 2021 2:54:17 AM  
**Subject:** Data Protection fee - Reminder to renew ICO:00016694420

**Organisation name:** Silverton Parish Council  
**Order reference number:** 001e1ce5095f  
**Reference:** ZA123342

Dear Sheia Woodland

**GDPR/Data Protection Act 2018**  
**Data protection fee renewal - ACTION REQUIRED BY 17/06/2021**

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 17/06/2021. 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](https://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](https://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](https://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](https://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.