

Data Protection registration - Reminder to renew ICO:00043016855

From: [Registration Team Queue](#)Add to Contacts

Sent: Fri, 15 Apr, 2016 at 03:18

To: Alison Gibson

[DD Instruction Form.pdf](#) (218.3 KB)

Organisation name: **Tur Langton Parish Council**

Order reference: **001c9fa5025b**

Registration reference: **ZA117242**

Dear Alison Gibson

Data protection registration - renewal due - action required

Your registration as a data controller under the Data Protection Act will expire on 27/05/2016. You are legally required to renew your registration each year unless you no longer need to be registered because your circumstances have changed. You can view your register entry online here: ico.org.uk/register.

Renewal costs £35 or £500 (VAT: nil) depending on the size of your organisation.

For more about registration fees and to see how much you need to pay, please visit our website at ico.org.uk/cost. If the amount you need to pay has changed from £35.00 please contact us.

You can pay the renewal fee in any of these ways:

Direct Debit - this is the best way to make sure you always renew on time. Just complete the enclosed instruction and send it with a copy of this email to our Registration Team. We'll do the rest.

Please do not email the instruction to us because we are unable to process mandates electronically.

Online - you can renew securely online with a debit or credit card. Just visit our website at ico.org.uk/pay.

Cheque - make your cheque payable to the Information Commissioner. Put your registration reference on the back – it's at the top of this email. Please send it to our Registration Team with a copy of this email.

Cheques and direct debit instructions should be sent to: Registration Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

You can contact us by email at registration@ico.org.uk or on our helpline on 0303 123 1113.

When you contact us you'll need your **registration reference** and your **security number**, which we sent you when you first registered.

Please have a look at our website (ico.org.uk/registered) for information about your

responsibilities under the Data Protection Act. You'll find most of the guidance you'll ever need, as well as free training materials.

Yours sincerely,

Paul Arnold
Head of Customer Contact
Information Commissioner's Office

The ICO's mission is to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

If you are not the intended recipient of this email (and any attachment), please inform the sender by return email and destroy all copies. Unauthorised access, use, disclosure, storage or copying is not permitted.

Communication by internet email is not secure as messages can be intercepted and read by someone else. Therefore we strongly advise you not to email any information, which if disclosed to unrelated third parties would be likely to cause you distress. If you have an enquiry of this nature please provide a postal address to allow us to communicate with you in a more secure way. If you want us to respond by email you must realise that there can be no guarantee of privacy.

Any email including its content may be monitored and used by the Information Commissioner's Office for reasons of security and for monitoring internal compliance with the office policy on staff use. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you write or forward is within the bounds of the law.

The Information Commissioner's Office cannot guarantee that this message or any attachment is virus free or has not been intercepted and amended. You should perform your own virus checks.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 Fax: 01625 524 510 Web: www.ico.org.uk

Mark as ReadMark as NewReport SpamNot SpamAdd Sender to Contacts...Export to ZipAdd New Filter...View Full Header