

Milly Southworth

From: Torpoint Town Council <admin@torpointtowncouncil.gov.uk>
Sent: 25 September 2023 10:28
To: Milly Southworth
Subject: FW: Data Protection fee - Reminder to renew ICO:00014390490

Harriet Bastin

Torpoint Town Council Support Officer

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From: Information Commissioner's Office Renewals Reminder <dpfee_renewal_reminder_dd@ico.org.uk>
Sent: 22 September 2023 00:40
To: MILLY SOUTHWORTH <admin@torpointtowncouncil.gov.uk>
Subject: Data Protection fee - Reminder to renew ICO:00014390490

Organisation name: TORPOINT TOWN COUNCIL

Reference: Z2093838

Dear MILLY SOUTHWORTH

GDPR/Data Protection Act 2018**Data protection renewal fee is due - we will collect your direct debit payment on or before 03/11/2023**

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 03/11/2023. You must now either:

- take 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 £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 **£60.00**. 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.

As you have a direct debit in place, we'll renew your registration automatically. **You will receive an annual £5 reduction each time you pay by direct debit.** We intend to collect your data protection fee on or around 03/11/2023.

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.

If you need help with your other data protection obligations, including any relating to changes brought about by COVID-19, please see 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 more information about what we do with personal data see our privacy notice at ico.org.uk/privacy-notice.

Yours sincerely

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

