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|-----------|---|
| From      | <b>From</b><br><b>Information Commissioner's Office Renewal Reminder</b>  |
| To        | <b>To</b><br>[REDACTED]   |
| Cc        | <b>Cc</b>   |
| Bcc       | <b>Bcc</b>  |
| Date Sent | <b>Date Sent</b><br><b>22/03/2024 00:38</b>   |
| Subject   | <b>Subject</b><br><b>Data Protection fee - Reminder to renew ICO:00016166805</b>  |
| Regarding | <b>Regarding</b><br> <a href="#">The Creative Industries Isa</a> |

**Organisation name:** The Creative Industries Isa

**Order reference number:** 00849d460251

**Reference:** ZB543188

Dear [REDACTED]

## **GDPR/Data Protection Act 2018**

### **Data protection fee renewal - ACTION REQUIRED BY 03/05/2024**

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 03/05/2024. 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](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. If you want to tell us about a change to your details please go to [ico.org.uk/update](https://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](https://ico.org.uk/DPOs).

If you need any more information about the fee please see [ico.org.uk/fee-guide](https://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](mailto: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](https://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 [ico.org.uk/privacy-notice](https://ico.org.uk/privacy-notice).

Yours sincerely

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

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| From      | <b>From</b><br>Information Commissioner's Office Correspondence   |
| To        | <b>To</b><br>[REDACTED]   |
| Cc        | <b>Cc</b>   |
| Bcc       | <b>Bcc</b>  |
| Date Sent | <b>Date Sent</b><br>23/04/2024 12:31  |
| Subject   | <b>Subject</b><br>ICO - New Direct Debit ICO:00016424045  |
| Regarding | <b>Regarding</b><br> The Creative Industries Isa |

Organisation name: **The Creative Industries Isa**

Reference: **ZB543188**

Dear [REDACTED]

## Processing your direct debit instruction

Thank you for choosing to pay your data protection fee by direct debit. We have attached confirmation of the set-up of your Direct Debit instruction.

Please check the details carefully and contact us as soon as possible if they are incorrect.

Please also contact us if you have any questions about the fee or your responsibilities as a data controller. Please see our website ([ico.org.uk/registered](https://ico.org.uk/registered)) for further information.

Yours sincerely,

Michael Fitzgerald

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



23 April 2024

Important: Confirmation of the set-up of  
your Direct Debit Instruction

Dear [REDACTED]

**Registration reference** : ZB543188

Thank you for choosing to pay your data protection fee by direct debit.

Having accepted your direct debit details I would like you to confirm that they are correct. Please can you check the details below.

- Account name: The Creative Industries ISA
- Account number: \*\*\*\*\*60
- Bank sort code: [REDACTED]

If any of the above details are incorrect please call us as soon as possible on 0303 123 1113, or email us at [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk). However, if your details are correct you need do nothing and your direct debit will be processed as normal.

Your fee is £40 but because you are paying by direct debit you will receive an annual £5 discount. We intend to request the first payment from your bank on or around 3 May 2024.

You have the right to cancel your direct debit at any time. A copy of the Direct Debit Guarantee is below.

For information your direct debit will be collected using the following details:

- Service User Number: 808634
- Reference: Information Commissioner

Yours sincerely,


Michael Fitzgerald  
Director of Digital, IT and Business Services

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## The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits
  - If there are any changes to the amount, date or frequency of your Direct Debit, Information Commissioner will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Information Commissioner to collect a payment, confirmation of the amount and date will be given to you at the time of the request
  - If an error is made in the payment of your Direct Debit, by Information Commissioner or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
    - If you receive a refund you are not entitled to, you must pay it back when Information Commissioner asks you to
  - You can cancel a Direct Debit at any time by simply contacting to your bank or building society. Written confirmation may be required. Please also notify us.
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| From      | <b>From</b><br><b>Information Commissioner's Office Renewals Confirmation</b>   |
| To        | <b>To</b><br>[REDACTED]   |
| Cc        | <b>Cc</b>   |
| Bcc       | <b>Bcc</b>  |
| Date Sent | <b>Date Sent</b><br><b>24/04/2024 01:33</b>   |
| Subject   | <b>Subject</b><br><b>ICO - Renewal confirmation ICO:00016433991</b>   |
| Regarding | <b>Regarding</b><br> <a href="#">The Creative Industries Isa</a> |

Organisation name: **The Creative Industries Isa**

Reference: **ZB543188**

Dear [REDACTED]

## Confirmation of payment

We confirm receipt of your payment and new expiry date of 03/05/2025.

The contact details we hold for you are:

**Title:** Ms

**Name:** [REDACTED]

**Address:**

Line 1: [REDACTED]

Line 2:

Line 3:

City: [REDACTED]

County:

Postcode: [REDACTED]

Country: United Kingdom

**Email address:** [REDACTED]@ciisa.org.uk**Telephone number:** [REDACTED]**Mobile phone number:**

To view your organisation details, and get a copy of your certificate please visit [ico.org.uk/register](https://ico.org.uk/register). Click on 'Search the Register' and enter the above reference number to download your registration certificate.


Please check your details carefully. If you want to tell us about a change to your details please go to [ico.org.uk/update](https://ico.org.uk/update). The online change service is very quick and easy to use. You will need your reference above and your security number, which we sent to you when you first applied.

Please have a look at our website ([ico.org.uk/registered](https://ico.org.uk/registered)) for information about your responsibilities as a data controller.

Yours sincerely

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



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| Bcc       | <b>Bcc</b>  |
| Date Sent | <b>Date Sent</b><br><b>24/03/202503:20</b>  |
| Subject   | <b>Subject</b><br><b>Data Protection fee - direct debit due to be collected ICO:00019747544</b>   |
| Regarding | <b>Regarding</b><br> <a href="#">The Creative Industries Isa</a> |

**Organisation name:** The Creative Industries Isa

**Registration reference:** ZB543188

Dear [REDACTED]

## **GDPR/Data Protection Act 2018**

**Data protection fee - we will collect your direct debit on or before 03/05/2025**

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 (as amended) (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 03/05/2025. You must now either:

- take 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.

### Changes to the fee

The data protection fee has recently increased for all organisations. Read more about the change to the fee here: [ico.org.uk/fee-change](https://ico.org.uk/fee-change).

Based on your last assessment you are now required to pay **£52.00**.

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 03/05/2025.

### 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](https://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 need any more information about the fee please see [ico.org.uk/fee-guide](https://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](mailto: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.

For information about what we do with personal data see our privacy notice at [ico.org.uk/privacy-notice](https://ico.org.uk/privacy-notice).

Yours sincerely

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

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| From      | <b>From</b><br><b>Information Commissioner's Office Renewals Confirmation</b>   |
| To        | <b>To</b><br>[REDACTED]   |
| Cc        | <b>Cc</b>   |
| Bcc       | <b>Bcc</b>  |
| Date Sent | <b>Date Sent</b><br><b>30/04/202501:41</b>  |
| Subject   | <b>Subject</b><br><b>ICO - Renewal confirmation ICO:00010053309</b>   |
| Regarding | <b>Regarding</b><br> <a href="#">The Creative Industries Isa</a> |

Organisation name: **The Creative Industries Isa**

Reference: **ZB543188**

Dear [REDACTED]

## Confirmation of payment

We confirm receipt of your payment and new expiry date of 03/05/2026.

The contact details we hold for you are:

**Title:** [REDACTED]

**Name:** [REDACTED]

**Address:**

Line 1: [REDACTED]

Line 2:

Line 3:

City: [REDACTED]

County:

Postcode: [REDACTED]

Country: United Kingdom

**Email address:** [REDACTED]@ciisa.org.uk**Telephone number:** [REDACTED]**Mobile phone number:**

To view your organisation details, and get a copy of your certificate please visit [ico.org.uk/register](https://ico.org.uk/register). Click on 'Search the Register' and enter the above reference number to download your registration certificate.

Please check your details carefully. If you want to tell us about a change to your details please go to [ico.org.uk/update](https://ico.org.uk/update). The online change service is very quick and easy to use. You will need your reference above and your security number, which we sent to you when you first applied.

Please have a look at our website ([ico.org.uk/registered](https://ico.org.uk/registered)) for information about your responsibilities as a data controller.

Yours sincerely

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