

[Company Name]
[Company Address]

[Mailing date]

Companies House number: [CompanyNumber]

Data protection fee: do you need to pay?

Dear Sir/Madam,

I am writing from the Information Commissioner's Office (ICO), the UK's data protection regulator. You may not be aware of the requirement to pay an annual data protection fee.

We understand the impact Covid-19 is having on organisations and we know this is a very challenging time. We are contacting you to make you aware of the support and advice available to you from the Information Commissioner's Office and to ensure your business is complying with its legal obligations.

The Data Protection (Charges and Information) Regulations 2018 require every business that processes personal information to pay a data protection fee to the ICO, unless they are exempt. Most companies need to pay £40 or £60 a year. If you need to pay – and do not – by law, you could be fined up to £4,000. Our records show that you have not paid this fee to date.

The data protection fee funds all our data protection activities. If you need assistance with your data protection obligations, including any relating to changes brought about by Covid-19, you can check out our small business resources on our website at ico.org.uk/hub. We are here to help.

What you need to do:



For further guidance on the exemptions that might apply to you go to ico.org.uk/hhs



Check if you need to pay at ico.org.uk/fee-checker



If you do not need to pay a fee tell us at ico.org.uk/no-fee



If you need to pay, fill out an application at ico.org.uk/fee



Please respond by **27 August 2021**

Registering as a fee payer also shows your customers that you are aware of your data protection obligations. **[Company Name]** will also be listed alongside the other companies in the human health and social work sector that pay their fee. If you hold customers' names, addresses or phone numbers on computer, you are processing personal information and may need to pay. If you use surveillance cameras (like CCTV) for crime prevention, you do need to pay.

There are not many situations where you would be exempt from paying a fee, but you can check at ico.org.uk/fee-checker. If our online fee checker says you do not need to pay, please let us know by filling in the short form at ico.org.uk/no-fee, and we will update our records. There is no need to call us as well as completing the form, but we do have a helpline number in case you need it: **0303 123 1113 ext. 1700**. If you need to pay, please visit ico.org.uk/fee and click 'first time payment', unless you have registered with us before. You must complete the online application before sending your payment. If you have already made this payment, please ignore this letter.

We are expecting to hear from you by **27 August 2021**, by which time you need to have either paid, let us know you are exempt or called us to discuss your circumstances.

Please note that some company data has to be made publicly available by law. We obtained your company details from data published at gov.uk.

Yours faithfully,



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



We hope you will stay in touch with us. Visit our data protection advice hub for small organisations at ico.org.uk/hub, where you will find bite-sized resources and top tips to help you comply with the UK GDPR.



For the latest updates, follow us on Twitter [@ICONews](https://twitter.com/ICONews) or subscribe to our newsletter on our website at ico.org.uk.



For information about what we do with personal data please see our privacy notice at ico.org.uk/privacy-notice.