

Sent 3/11/2009
Invoice document: 001053



RICHARD RANDALL
THE OFFICE OF FIONA HALL MEP
55A OLD ELVET
DURHAM
DH1 3HN

Information Commissioner's Office
Promoting public access to official information
and protecting your personal information

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20 October 2009

Data Controller Name: FIONA HALL MEP
Registration Number: Z8803963
For the attention of: RICHARD RANDALL

Data Protection Act 1998 – Reminder to Renew (Direct Debit)

Your register entry **Z8803963** has an expiry date of **1 December 2009**. Our records show that you have a current direct debit instruction.

Tiered notification fees have been introduced by the Ministry of Justice and are effective for all register entries that fall for renewal from 1 October 2009. A data controller now has to make an assessment to determine which tier it falls within, and hence the fee it is required to pay. Full guidance and information regarding the fee change can be found in the enclosed booklet.

Section 1 – Tier assessment

Q1. Does the data controller have **fewer** than 250 employees?

Yes The data controller is in Tier 1, now go to Section 2. **No** Go to **Q2**

Q2. Is the data controller a Public Authority as defined in the Data Protection Act 1998?

Yes The data controller is in Tier 2, now go to Section 2. **No** Go to **Q3**

Q3. Does the data controller have a turnover of £25.9M or more?

Yes The data controller is in Tier 2. **No** The data controller is in Tier 1.

(Please note there are some organisations that will always fall into Tier 1, you should refer to the enclosed booklet for full details.)

Section 2 – Fee details

Tier 1

The fee for renewal is **£35.00** (VAT nil). We will collect the renewal fee of £35.00 on or immediately after **1 December 2009**. You will receive confirmation of renewal in due course. You should complete the form overleaf and return it to us.

Tier 2

The fee for renewal is **£500.00**. **FURTHER ACTION IS REQUIRED**. You should complete the form overleaf and return it to us with your payment.

NOTIFICATION DEPARTMENT