

C. 146

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ico.org.uk/dpfee-faq

ico.org.uk/privacy-notice



Your Companies House number: 15464944

11 December 2024

Pay the data protection fee. It's the law.

Dear CONTROLOGIST LTD

The Information Commissioner's Office (ICO) previously wrote to you to ask you to check whether your company is required to register and pay the data protection fee. You need to register or declare your exemption by **13 January 2025** to avoid a fine of up to £4,000.

By law, under the Data Protection (Charges and Information) Regulations 2018, any organisation that handles personal data (such as people's names and addresses) electronically must register with the ICO and pay the annual data protection fee, unless they qualify for an exemption.

Your obligation to pay is determined by how you use personal data for work purposes. For example, if your organisation stores personal data on a computer or phone, or if you use CCTV or dashcams, you are likely required to pay. For those with 10 or fewer employees, the fee is £40 every year. The Department for Science, Innovation and Technology has consulted on possible changes that could see this increase to £55 in 2025. The fee cost has not changed since 2018.

How to pay or declare an exemption

- ❖ Check if you need to pay the fee at ico.org.uk/fee-checker
- ❖ Follow the instructions to register and pay the fee
- ❖ Or complete the exemption form that will appear if you are exempt

If you have recently paid, filled in the exemption form, or deregistered with Companies House, please disregard this letter.

Yours faithfully

Faye Spencer
Head of Business Services