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[ico.org.uk/dpfee-faq](https://ico.org.uk/dpfee-faq) 

[ico.org.uk/privacy-notice](https://ico.org.uk/privacy-notice) 

Companies House number: 13961556

18 July 2023

## Pay the data protection fee. Or tell us you're exempt.

Dear LCUK DIGITAL EXCHANGE LTD

We wrote to you recently to remind you about the free resources and advice the ICO can provide to help you with data protection. We also sent you details of how to register with the ICO and pay the data protection fee or tell us that you're exempt.

Our records show that you've not paid the data protection fee by the deadline in our last letter or completed the exemption form. Unless you're exempt, payment of the fee is a legal obligation. To avoid fines of up to £4,000 we kindly ask you to take action.

### Check, register and pay by 18 August 2023

1. First, check if you need to pay using our easy self-assessment tool:  
**[ico.org.uk/fee-checker](https://ico.org.uk/fee-checker)**
2. If you do need to pay, complete the registration form at the end of the self-assessment. Or go directly to it here: **[ico.org.uk/fee](https://ico.org.uk/fee)** and click '**register.**'
3. If you don't need to pay, complete the exemption form at the end of the self-assessment, or go directly to it here: **[ico.org.uk/no-fee](https://ico.org.uk/no-fee)**



Read our handy FAQs for more guidance if you need it: **[ico.org.uk/dpfee-faq](https://ico.org.uk/dpfee-faq)**

### A reminder of what the data protection fee is:

It's an annual fee that must be paid to the ICO by organisations and sole traders who hold or use personal information electronically, or who use CCTV for business purposes. Whilst there's some exemptions, many organisations will need to pay the fee.

The fee funds the ICO's work as the UK regulator for data protection and privacy, which includes providing free data protection advice and support to organisations to help them unlock the value of the personal information they hold, in a fair and responsible way.

### **Pay your fair share**

Over one million sole traders and organisations have already fulfilled their legal obligation and paid their fee.

There's no need to contact us if you've registered, filled in the exemption form, or recently deregistered from Companies House.

If you have a query about this letter or need help, call our dedicated fees team (select option 2, then option 1, then 1 again) on 0303 123 1113. Or reach us on live chat via our website.

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.

We look forward to hearing from you by the deadline in this letter.

Yours faithfully



Faye Spencer  
**Head of Business Services**  
**Information Commissioner's Office**

Join the data protection conversation #HereToHelpSMEs:

