

MS JENNIFER ROBERTS
60 THE AVENUE
ALWOODLEY
LEEDS
LS17 7NZ

24 October 2025

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

Dear Ms Roberts,

Registration reference

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: Alwoodley Parish Council
- Account number: [REDACTED]
- 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. However, if your details are correct you need do nothing and your direct debit will be processed as normal.

Your fee is £52 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 27 November 2025.

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

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.