

Email sent 16/9/2016

Organisation name: **Disciple Media Limited**
Order reference: **0023f8d5030d**
Registration reference: **ZA147341**

Dear [REDACTED]

Data protection registration - renewal due - action required

Your registration as a data controller under the Data Protection Act will expire on 28/10/2016. You are legally required to renew your registration each year unless you no longer need to be registered because your circumstances have changed. You can view your register entry online here: ico.org.uk/register.

Renewal costs £35 or £500 (VAT: nil) depending on the size of your organisation.

For more about registration fees and to see how much you need to pay, please visit our website at ico.org.uk/cost. If the amount you need to pay has changed from £35.00 please contact us.

You can pay the renewal fee in any of these ways:

Direct Debit - this is the best way to make sure you always renew on time. Just complete the enclosed instruction and send it with a copy of this email to our Registration Team. We'll do the rest.

Please do not email the instruction to us because we are unable to process mandates electronically.

Online - you can renew securely online with a debit or credit card. Just visit our website at ico.org.uk/pay.

Cheque - make your cheque payable to the Information Commissioner. Put your registration reference on the back - it's at the top of this email. Please send it to our Registration Team with a copy of this email.

Cheques and direct debit instructions should be sent to: Registration Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

You can contact us by email at registration@ico.org.uk or on our helpline on 0303 123 1113.

When you contact us you'll need your **registration reference** and your **security number**, which we sent you when you first registered.

Please have a look at our website (ico.org.uk/registered) for information about your responsibilities under the Data Protection Act. You'll find most of the guidance you'll ever need, as well as free training materials.

Yours sincerely,

Paul Arnold
Head of Customer Contact
Information Commissioner's Office

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Data Protection Registration Department
PO Box 66
WILMSLOW
Cheshire
SK9 5AF

Name(s) of Account Holder(s)

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Branch Sort Code

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Bank/Building Society account number

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Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

Registration reference: **ZA147341**

Originator's Identification Number

8	0	8	6	3	4
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**FOR INFORMATION COMMISSIONER'S
OFFICE OFFICIAL USE ONLY**
This is not part of the Instruction to your Bank or Building Society

Registration end date: **28 Oct 2016**

Instruction to your Bank or Building Society

Please pay the Information Commissioner Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Information Commissioner and, if so details will be passed electronically to my Bank/Building Society.

Signature(s)
Telephone Number
Date

Bank or Building Societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer

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 the Information Commissioner will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the 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 the 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 the 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.



Upholding Information rights

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0303 123 1113 F. 01625 524510
www.ico.org.uk

██████████
NETWORK HOUSE
5-11 MORTIMER STREET
LONDON
W1T 3JB

7 October 2016

Organisation name : Disciple Media Limited
Registration reference : ZA147341
Order reference : 0023f8d5030d

Dear ██████████

Data protection registration - renewal due - action required

If you have already sent us your payment, please ignore this letter.

Your annual registration as a data controller under the Data Protection Act will expire on 28 October 2016. If you are still processing personal information and do not qualify for an exemption, you are legally required to renew your registration.

Renewal costs £35 or £500 (VAT: nil) depending on the size of the organisation. You paid £35 last time so, unless things have changed significantly, the fee is likely to be the same.

For more information about registration fees and to check if £35 is still the right one for you please visit our website at ico.org.uk/cost.

How to renew your registration

Choose your payment method below and follow the simple instructions. Once you've paid your renewal fee, we'll send you confirmation and you'll be registered for another year. You can pay in any of these ways:

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How to remove your registration

If you think you no longer need to be registered as a data controller, please call our helpline on 0303 123 1113 or email us at registration@ico.org.uk and explain why.

Your contact information

We contact our customers by email wherever possible and currently hold the following email address as contact information for you:

[REDACTED] We used this address when we first tried to remind you that your registration was due to expire.

If you renew, we'll email our confirmation to you, so please check that the email address is up to date. If it needs changing, please tell us by emailing registration@ico.org.uk or by calling our helpline.

When you contact us you will need your **registration reference** and your **security number**, which we sent you when you first registered.

Yours sincerely,



Paul Arnold

Head of Customer Contact
Information Commissioner's Office

Instruction to your Bank or Building Society to pay by Direct Debit

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Name(s) of Account Holder(s)

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Signature(s)

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Telephone Number

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██████████
NETWORK HOUSE
5-11 MORTIMER STREET
LONDON
W1T 3JB

7 November 2016

Organisation name: Disciple Media Limited
Registration reference: ZA147341
Order reference: 0023f8d5030d

Dear ██████████

Data protection registration - your registration has expired

Your registration as a data controller expired on 28 October 2016. You are legally required to renew your registration each year unless you no longer need to be registered because your circumstances have changed.

If you need to renew, you can pay your renewal fee of £35 (VAT: nil) in any of the following ways:

Direct debit - this is the best way to make sure you always renew on time. Just complete the enclosed instruction and send it with a copy of this letter to our Registration Team. We'll do the rest.

Please do not email the instruction to us because we are unable to process mandates electronically.

Online - you can renew securely online with a debit or credit card. Just visit our website at ico.org.uk/pay.

Cheque - make your cheque payable to the Information Commissioner. Put your registration reference on the back - it's at the top of this letter. Please send it to our Registration Team with a copy of this letter.

If you think you no longer need to be registered as a data controller, please phone our helpline on 0303 123 1113. Alternatively you can email us at registration@ico.org.uk to explain why you don't need to be registered.

When you contact us you will need your **registration reference** and your **security number**, which we sent you when you first registered.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Paul Arnold". The signature is written in a cursive, slightly slanted style.

Paul Arnold,
Head of Customer Contact
Information Commissioner's Office

Instruction to your Bank or Building Society to pay by Direct Debit

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PO Box 66
WILMSLOW
Cheshire
SK9 5AF

Name(s) of Account Holder(s)

Branch Sort Code

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Signature(s)

Telephone Number

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Date

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The Direct Debit Guarantee



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 - If you receive a refund you are not entitled to, you must pay it back when the 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.

Email sent 27/12/2016

Registration Reference: ZA147341
Order Reference: 0023f8d5030d
Organisation Name: Disciple Media Limited

Dear [REDACTED]

Having carried out an investigation it has come to our attention that your Data Protection registration has expired. Although we have sent three reminders to renew we have not received a payment for renewal.

As we have not been advised otherwise, we have determined that you still process data electronically therefore if contact is not made within seven days this case may be passed to the Enforcement Team. I wish to remind you that it is a criminal offence under Section 17 of the Data Protection Act 1998 to process personal data electronically without having notified when required to do so, and failing to notify when required to do so renders the company liable to prosecution. If convicted, defendants could receive an unlimited fine in either the Magistrates' or the Crown Court.

If you are no longer processing any personal information electronically please advise us of this by reply email. For all other queries please contact 0303 123 1113 (option 3) and quote the registration reference above.

To complete your registration today via credit/debit card please go to ico.org.uk/pay.

Yours sincerely,

Registration Team

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.
T. 0303 123 1113 F. 01625 545748 www.ico.org.uk

Please consider the environment before printing this email.

Email sent 17/2/2017

Organisation name: **Disciple Media Limited**
Registration reference: **ZA147341**

Dear 

Data protection registration - we've received your payment

We confirm receipt of a card payment for £35.00 (VAT: nil) on 16/02/2017 for the registration detailed above.

You will shortly receive confirmation of renewal, with a copy of your register entry.

Yours sincerely,

Paul Arnold
Head of Customer Contact
Information Commissioner's Office

Email sent 17/2/2017

Organisation name: **Disciple Media Limited**
Registration reference: **ZA147341**

Dear [REDACTED]

Data protection registration - confirmation of renewal

We have renewed your register entry and the new expiry date is 28/10/2017. A copy of the renewed entry is attached.

The contact details we hold for you are:

Title: [REDACTED]

Name: [REDACTED]

Address:

Line 1: Network House
Line 2: 5-11 Mortimer Street
Line 3:
City: London
County:
Postcode: W1T 3JB
Country: UNITED KINGDOM

Email address: [REDACTED]

Telephone number: [REDACTED]

Mobile phone number:

Please check your contact and registration details carefully. If any of the details need updating, please tell us by emailing registration@ico.org.uk or by calling our helpline on 0303 123 1113.

When you contact us you will need your **registration reference** and your **security number**, which we sent to you when you first registered.

Please have a look at our website (ico.org.uk/registered) for information about your responsibilities under the Data Protection Act. You'll find most of the guidance you'll ever need, as well as free training materials.

Yours sincerely,

Paul Arnold
Head of Customer Contact
Information Commissioner's Office



Register of data controllers

Entry details

Organisation name : Disciple Media Limited

Registration reference : ZA147341

Date registered : 29 October 2015

Registration expires : 28 October 2017

Organisation Address

Network House
5-11 Mortimer Street
London
W1T 3JB

Companies House registration number: 08075740

Nature of work description

Nature of work - application/software development

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to promote our goods and services, to operate and allow users to access our software platform, to maintain our accounts and records and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details (e.g. email addresses, contact details)
- financial details
- employment and education details
- goods or services provided

Who the information is processed about

We process personal information about our:

- employees
- customers and clients
- advisers, consultants and other professional experts
- complainants and enquirers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- central government
- suppliers and service providers
- customers and clients
- other third parties where explicitly outlined in our privacy policy.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

End of Report

Certificate of Registration

This is to certify that:

Disciple Media Limited

is registered with the Information Commissioner's Office under
registration reference:

ZA147341

Registration Start date:

29 October 2015

Registration Expiry date:

28 October 2017

Email sent - 17/9/2017

Organisation name: **Disciple Media Limited**
Order reference: **0023f8d5050b**
Registration reference: **ZA147341**

Dear [REDACTED]

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Yours sincerely,

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Head of Customer Contact
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SK9 5AF

Name(s) of Account Holder(s)

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Name and full postal address of your Bank or Building Society

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Telephone Number
Date

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- 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.

Letter sent 8/10/2017



Upholding information rights

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0303 123 1113 F. 01625 524510
www.ico.org.uk

██████████
NETWORK HOUSE
5-11 MORTIMER STREET
LONDON
W1T 3JB

8 October 2017

Organisation name : Disciple Media Limited
Registration reference : ZA147341
Order reference : 0023f8d5050b

Dear ██████████

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[REDACTED] We used this address when we first tried to remind you that your registration was due to expire.

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Paul Arnold

Head of Customer Contact
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Letter sent 7/11/2017



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[REDACTED]
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7 November 2017

Organisation name: Disciple Media Limited
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Paul Arnold,
Head of Customer Contact
Information Commissioner's Office

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Email sent 27/11/2017

Registration Reference: ZA147341
Order Reference: 0023f8d5050b
Organisation Name: Disciple Media Limited

Dear [REDACTED]

Having carried out an investigation it has come to our attention that your Data Protection registration has expired. Although we have sent three reminders to renew we have not received a payment for renewal.

As we have not been advised otherwise, we have determined that you still process data electronically therefore if contact is not made within seven days this case may be passed to the Enforcement Team. I wish to remind you that it is a criminal offence under Section 17 of the Data Protection Act 1998 to process personal data electronically without having notified when required to do so, and failing to notify when required to do so renders the company liable to prosecution. If convicted, defendants could receive an unlimited fine in either the Magistrates' or the Crown Court.

If you are no longer processing any personal information electronically please advise us of this by reply email. For all other queries please contact 0303 123 1113 (option 3) and quote the registration reference above.

To complete your registration today via credit/debit card please go to ico.org.uk/pay.

Yours sincerely,

Registration Team

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.
T. 0303 123 1113 F. 01625 545748 www.ico.org.uk

Please consider the environment before printing this email.

Email sent - 21/2/2018

Organisation name: **Disciple Media Limited**
Registration reference: **ZA147341**

Dear [REDACTED]

Data protection registration - we've received your payment

We confirm receipt of a card payment for £35.00 (VAT: nil) on 01/02/2018 for the registration detailed above.

You will shortly receive confirmation of renewal, with a copy of your register entry.

Yours sincerely,

Paul Arnold
Head of Customer Contact
Information Commissioner's Office

Email sent 21/2/2018

Organisation name: **Disciple Media Limited**
Registration reference: **ZA147341**

Dear [REDACTED]

Data protection registration - confirmation of renewal

We have renewed your register entry and the new expiry date is 28/10/2018. A copy of the renewed entry is attached.

The contact details we hold for you are:

Title: [REDACTED]

Name: [REDACTED]

Address:

Line 1: Network House
Line 2: 5-11 Mortimer Street
Line 3:
City: London
County:
Postcode: W1T 3JB
Country: UNITED KINGDOM

Email address: [REDACTED]

Telephone number: [REDACTED]

Mobile phone number: [REDACTED]

Please check your contact and registration details carefully. If any of the details need updating, please tell us by emailing registration@ico.org.uk or by calling our helpline on 0303 123 1113.

When you contact us you will need your **registration reference** and your **security number**, which we sent to you when you first registered.

Please have a look at our website (ico.org.uk/registered) for information about your responsibilities under the Data Protection Act. You'll find most of the guidance you'll ever need, as well as free training materials.

Yours sincerely

Paul Arnold
Deputy Chief Executive Officer
Information Commissioner's Office

Certificate of Registration

This is to certify that:

Disciple Media Limited

is registered with the Information Commissioner's Office under
registration reference:

ZA147341

Registration Start date:

29 October 2015

Registration Expiry date:

28 October 2018



Register of data controllers

Entry details

Organisation name : Disciple Media Limited

Registration reference : ZA147341

Date registered : 29 October 2015

Registration expires : 28 October 2018

Organisation Address

Network House

5-11 Mortimer Street

London

W1T 3JB

Companies House registration number: 08075740

Nature of work description

Nature of work - application/software development

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to promote our goods and services, to operate and allow users to access our software platform, to maintain our accounts and records and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details (e.g. email addresses, contact details)
- financial details
- employment and education details
- goods or services provided

Who the information is processed about

We process personal information about our:

- employees
- customers and clients
- advisers, consultants and other professional experts
- complainants and enquirers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- central government
- suppliers and service providers
- customers and clients
- other third parties where explicitly outlined in our privacy policy.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

End of Report

Email received - 2/2/2018

Hi there,

I am writing in regards to the registration number with the details as per the email chain below. Our security number is: [REDACTED]

I would like to request updating our address to:

Disciple Media,
Labs Atrium, Stables Market
Chalk Farm Road,
London
NW1 8AH

Would it also be possible to let me know when the renewal will show up on the system? I have just checked on the public register and have not been able to locate our registration.

Many thanks.

Best wishes

[REDACTED]



DISCIPLE

www.disciplemedia.com

[REDACTED]

[@disciplemedia](#)

On 2 February 2018 at 12:09, Registration Team Queue <registration@ico.org.uk> wrote:
Organisation name: **Disciple Media Limited**
Registration reference: **ZA147341**

Dear [REDACTED]

Data protection registration - confirmation of renewal

We have renewed your register entry and the new expiry date is 28/10/2018. A copy of the renewed entry is attached.

The contact details we hold for you are:

Title: [REDACTED]

Name: [REDACTED]

Address:

Line 1: Network House
Line 2: 5-11 Mortimer Street

Line 3:
City: London
County:
Postcode: W1T 3JB
Country: UNITED KINGDOM

Email address: [REDACTED]

Telephone number: [REDACTED]

Mobile phone number:

Please check your contact and registration details carefully. If any of the details need updating, please tell us by emailing registration@ico.org.uk or by calling our helpline on 0303 123 1113.

When you contact us you will need your **registration reference** and your **security number**, which we sent to you when you first registered.

Please have a look at our website (ico.org.uk/registered) for information about your responsibilities under the Data Protection Act. You'll find most of the guidance you'll ever need, as well as free training materials.

Yours sincerely

Paul Arnold
Deputy Chief Executive Officer
Information Commissioner's Office

Email received - 8/2/2018

Hello,

Further to my email below the renewal has showed up on the system but the address still has not been updated. Would it be possible to update this as soon as possible please?

Many thanks.

Best wishes



DISCIPLE

www.disciplemedia.com

[@disciplemedia](#)

On 2 February 2018 at 12:31, [REDACTED] wrote:
Hi there,

I am writing in regards to the registration number with the details as per the email chain below. Our security number is: [REDACTED]

I would like to request updating our address to:

Disciple Media,
Labs Atrium, Stables Market
Chalk Farm Road,
London
NW1 8AH

Would it also be possible to let me know when the renewal will show up on the system? I have just checked on the public register and have not been able to locate our registration.

Many thanks.

Best wishes





www.disciplemedia.com

[@disciplemedia](https://twitter.com/disciplemedia)

On 2 February 2018 at 12:09, Registration Team Queue <registration@ico.org.uk> wrote:
Organisation name: **Disciple Media Limited**
Registration reference: **ZA147341**

Dear [REDACTED]

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Name: [REDACTED]

Address:

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Line 3:
City: London
County:
Postcode: W1T 3JB
Country: UNITED KINGDOM

Email address: [REDACTED]

Telephone number: [REDACTED]

Mobile phone number:

Please check your contact and registration details carefully. If any of the details need updating, please tell us by emailing registration@ico.org.uk or by calling our helpline on 0303 123 1113.

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Yours sincerely

Paul Arnold
Deputy Chief Executive Officer
Information Commissioner's Office

Email sent - 8/2/2018

Organisation name: **Disciple Media Limited**
Registration reference: **ZA147341**

Dear [REDACTED]

Data protection registration - we confirm we have updated your registration

You recently asked us to alter your register entry, and we now attach an updated copy.

The contact details we hold for you are:

Title: [REDACTED]
Name: [REDACTED]

Address:

Line 1: Disciple Media Limited
Line 2: Labs Atrium
Line 3: Stables Market, Chalk Farm Road
City: London
County:
Postcode: NW1 8AH

Email address: [REDACTED]

Telephone number: [REDACTED]

Mobile phone number:

Please check this Information carefully. Whenever any of the details need updating, please tell us by emailing registration@ico.org.uk or by calling our helpline on 0303 123 1113.

When you contact us you will need your **registration reference** and your **security number**, which we sent you when you first registered.

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Yours sincerely

Paul Arnold
Deputy Chief Executive Officer
Information Commissioner's Office



Register of data controllers

Entry details

Organisation name : Disciple Media Limited

Registration reference : ZA147341

Date registered : 29 October 2015

Registration expires : 28 October 2018

Organisation Address

Labs Atrium
Stables Market
Chalk Farm Road
London
NW1 8AH

Companies House registration number: 08075740

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End of Report