

The following page is an example of a data protection scam.

See more information on [bogus government agency scams](#).

See more information on [how to protect your business](#).



DATA PROTECTION AGENCY SERVICES LTD.



REGISTRATION UNDER THE DATA PROTECTION ACT 1998

NOTICE

We are writing to you with regard to:-

- Failure to notify with the **Information Commissioner is a criminal offence**. On conviction, an offender is liable to a maximum fine not exceeding level 5 on the standard scale of fines contained in the Criminal Justice Act 1982 (as amended) and the Criminal Procedure (Scotland) Act 1975. At present this fine is up to £5000. You are obliged to comply with legally enforceable **data protection principles** which came into action from October 2001 (see possible exemptions).

HOW TO APPROACH THIS FORM

Step one: Review the draft notification which describes your data in general terms – (PART 1) (Review exemptions)

Step two: Read and complete PART 2

Step three: Return PART 1 and PART 2 with your fee of £117.25* (which includes your notification fee, registration fee and VAT)

AM I EXEMPT? If you keep details of individuals, company details, employees, credit details, customer lists, membership details, accounts or use a computer for correspondence, invoices etc., or use CCTV, you may have to register. If you possess non-assessable data for core business purposes (including staff administration, advertising, marketing, accounts, plus persons who possess only manual data within the meaning of the data protection act 1998 or any other persons who do not need to notify eg: management of library and archives uses, records entering or leaving a building etc)

WHAT HAPPENS NEXT? Once your completed forms and remittance has reached us, we will register you with the notification department of the Information Commissioner, who is the official body responsible for maintaining the Data Protection Register. After clearance, your certificate will be forwarded to you with your security number and registration number. If you have any enquiries regarding registration, please telephone our helpline on

WHAT IS NOTIFICATION? The Information Commissioner maintains a Public Register of data controllers. Each register entry includes the name and addresses of the data controller and a general description of the processing of data by the controller.

THE REVERSE of this page outlines further details and what your obligations to the **Register** signify, this will help you with your data entry in Parts 1 and 2.
