

This Privacy Notice has been issued by the Trustee and Scheme Actuary of the Graham Tiso Staff Pension Scheme (the Scheme) to comply with the relevant United Kingdom Data Protection legislation (GDPR).

The terms “personal data” and “personal information” are used interchangeably and they have the same meanings

### **Data controllers**

In accordance with guidance issued by the Information Commissioner’s Office (ICO), the Trustee and Scheme Actuary of the Scheme are considered “joint data controllers” (the holders, users and processors of personal data) for the purposes of the GDPR. It is possible that in some circumstances other professional advisers may be considered to be data controllers. This might include the Scheme’s auditor or legal advisers.

The Trustee is Vidett Trust Corporation Limited was PSGS Trust Corporation Limited and the Scheme Actuary to the Scheme is Saryn Panesar of XPS Pensions.

The joint Data Controllers can be contacted as follows:

Vidett Trust Corporation Limited was PSGS  
Trust Corporation Limited  
Forbury Works  
37-43 Blagrove Street  
Reading RG1 1PZ

XPS Pensions Group  
Tempus Court  
Onslow Street  
Guildford  
GU1 4SS

Chair : Kevin Clark  
Email: [graham.tiso@psgovernance.com](mailto:graham.tiso@psgovernance.com)  
*Telephone:* 0118 207 2900

Scheme Actuary: Saryn Panesar  
Email: [Saryn.panesar@xpsgroup.com](mailto:Saryn.panesar@xpsgroup.com)  
Telephone: 01483 330128

### **Use, transfer and storage of personal data**

In the course of running the Scheme, we may require information from you. Such information will be used by the Scheme’s administrators to determine the benefits payable to you and your beneficiaries.

We may hold any or all of the following items of personal information about you:

- Personal details including your name, National Insurance number, gender, age, date of birth, postal and/or email address and telephone number.
- Descriptions relating to your physical and mental health (to the extent that they are relevant to the calculation and payment of your benefits from the Scheme).
- Salary and data relating to investments and pension assets held outside of the Scheme (to the extent they are relevant for the calculation and payment of your benefits, or to the taxation of your benefits from the Scheme).
- Employment history, including employment dates and historic pay records.
- Bank account details for payment of benefit instalments, HMRC tax code.

We may also require information in relation to your marital status (which may include the gender of your spouse or civil partner) and / or information about your (or your partner's) health. We will in most circumstances process this data as necessary for the purposes of establishing, exercising or defending legal claims or in the performance of our legal obligations in connection with employment, social security and social protection (as allowed by legislation). If there are any occasions where we seek your explicit consent to process sensitive data then you can withdraw it at any time.

Your personal data is provided to the data controllers by the principal and/or participating employer of the Scheme or may be obtained directly from you. It is not publicly accessible data. The personal data collected relates to your employment and membership of the Scheme. We will keep your personal information for as long as we have a relationship with you or your dependents. When deciding how long to keep your personal information after that relationship ends, we take into account our legal obligations and regulators' expectations.

The Trustee shares your data with the Scheme's administrator Royal London Group, Scheme Actuary, the sponsoring employer (including its group companies and/or their professional advisers) and former participating employers. They may also share data with the Trustees' other professional advisers including the legal adviser, Scheme Auditor and pension consultants, insurance companies, reinsurance companies, tracing agencies, communications specialists and regulatory bodies (including, but not limited to, HM Revenue and Customs, the Department for Work and Pensions and the Pensions Regulator). We have measures in place to protect your data and when sharing your personal data with the administrator or another third party we will make sure that they too have appropriate measures in place to protect your data.

Your data may be shared by the Scheme's administrator with sub-processors for particular outsourced activities such as bulk printing jobs, confirmation of address/existence, offsite backup and archive.

The Scheme administrators, on behalf of the Trustee, will use your personal data to ensure that the correct benefits can be paid to you and that your requests can be dealt with efficiently, in accordance with the Trustees' **legal obligation** to run the Scheme in accordance with the Trust Deed and Rules. The Trustee and / or administrators may contact you directly in order to provide relevant information, or to deal with your queries.

In addition, it is in yours and the Trustees' **legitimate interests** to use your personal information to:

- Keep up to date and accurate records about your membership of the Scheme so that the correct benefits can be paid
- Undertake risk-management exercises so that the risk your benefits are not paid is reduced
- Comply with the law, including regulations and guidance issued by the Pensions Regulator so that you, the Trustee and their advisers are not subject to legal sanctions which may impact benefits
- Efficiently manage the impact of any change to the legal status of the sponsoring company so that your benefits are not adversely affected for example by a sale or company merger

The Scheme Actuary uses your personal data to advise the Trustee on the financial management of the Scheme. This advice helps to ensure the Trustee is able to meet their obligations to pay members' benefits, and is necessary to comply with obligations placed on them by legislation.

The Scheme Actuary will not pass your personal data to any third party without the prior agreement of the Trustee.

From time to time where this will assist, your personal data may be processed in countries outside the UK. Where your personal data is transferred outside the UK, the parties involved will ensure appropriate safeguards will be put in place.

### **Your rights in relation to your data**

The purpose of this Privacy Notice is to fulfil your right to be informed about the use of your personal data. In addition:

- You have the right to access your personal data, i.e. request to see the personal data held about you.
- You have the right to have your personal data rectified if it is inaccurate or incomplete.
- You have the right to request that your personal data is deleted or removed if there is no reason for its continued storage and processing.
- You have the right to object to your personal data being processed and to restrict the processing of your personal data in certain circumstances. While processing is restricted, the data controllers are permitted to store the personal data to ensure the restriction is respected in future. You will be informed if a restriction on processing is lifted.
- You have the right to lodge a complaint about the Data Controller with the ICO (details below).

If you would like to discuss or exercise any of these rights, please contact the Data Controller at the address above.

Please note that if you choose to exercise your rights to withhold data or insist on its deletion, then the Trustee may not be able to perform their duties in relation to the Scheme, and your benefits could be affected.

Further details about GDPR and your rights under GDPR can be found on the ICO's website at <https://ico.org.uk/>