



General Data Protection Regulation

What is the General Data Protection Regulation? (GDPR)

The GDPR is EU legislation that applies to all countries and comes into effect on the 25th May 2018. It builds on existing data protection laws, giving all businesses new obligations and strengthens your rights regarding your data. This Bulletin will detail how GDPR affects you and the administration of your pension scheme.

DP Pensions Ltd takes the privacy and security of your personal information seriously. Our Privacy Notice along with the information contained in our Terms and Conditions sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed in order to ensure that we comply with GDPR. Our Privacy Notice can be found at <http://www.dapco.co.uk/privacy>

The GDPR introduces 6 principles regarding personal data. Personal data shall be:

1. Processed lawfully, fairly and in a transparent manner
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and kept up to date
5. Kept in a form which permits identification of data subjects for no longer than necessary
6. Processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing, accidental loss, destruction and damage

In order for us to ensure that we comply with these principles we will be introducing some changes to the way that we communicate with you and would ask that if any of your personal details change that you inform us immediately by contacting your Account Manager. This includes any change to your address, phone number and e-mail address.

As part of the changes any e-mail communication that we have with you that includes personal data (any data that can identify you) will be sent to you securely, protected by a password which you will be informed of.

As part of GDPR we are required to establish the lawful basis we are relying on in order to process your data. The

lawful basis we will be relying on is “performance of a contract”. This lawful basis enables us to fulfil our contractual obligations of setting up and administering your pension scheme.

When collecting information we will only use it for the purpose it has been collected for, unless you have been otherwise informed and have given your permission.

From time to time it may be necessary to pass your information on to selected third parties for example in order to comply with our legal, regulatory and statutory obligations or a third party that you have given consent to share information with, for example your financial adviser. We will endeavour to ensure that these companies have a GDPR policy in place before sharing information and that the data is sent securely.

As part of GDPR and depending on the circumstances, you may also have the right to “block” or suppress the processing of your personal data, this includes if you believe the data that we hold is not accurate. In certain circumstances you can also request the erasure of personal information we hold about you.

You may also make a request to access the information that we hold about you that personally identifies you and can request that it be sent in a structured, commonly used and machine readable format.

Further information regarding GDPR can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

About this document

This update is based on our understanding of GDPR and every care has been taken to ensure that it is correct. No responsibility to any third party is accepted if this information is used for any other purpose. The legislation may change in the future.

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