

## Fair Processing Notice

### **University of Leeds Pension & Assurance Scheme – ("Scheme")**

### **PAS Trustees Limited – ("Trustee")**

The Trustee holds and processes personal data about you and any spouse and dependants obtained either from you, your spouse or dependants, your employer or (if the Trustee does not have up-to-date contact details for you and is trying to locate you) from a tracing agent. This data is held to be able to operate the Scheme and administer your benefits in it. This means that the Trustee is a 'data controller' under data protection legislation, and has to inform you of certain information, which is set out in this notice.

Your data is held by the Scheme's administrators, currently The University of Leeds Pensions Office ("**University**") which is responsible for administering the Scheme on behalf of the Trustee. Additionally, in order to operate the Scheme and administer your benefits, the Trustee may need to disclose your data to other people, such as the Trustee's professional advisers, the Scheme employers, tracing agents, and insurance companies, to arrange particular entitlements, for instance life insurance or an annuity policy where relevant.

The data the Trustee holds is the information necessary to administer your benefits and this includes your name, gender, date of birth, NI number, address, marital status, salary information and (where your pension is in payment) bank details.

In certain circumstances the Trustee may also request and process more sensitive personal data about you (known as special categories of data), for example medical information if you wish to take your benefits under the Scheme early due to ill health. It is necessary for the Trustee to hold and process these special categories of personal data to comply with the legal obligations the Trustee is subject to and in order for them to comply with their obligations under the trust deed and rules governing the Scheme.

The Trustee will retain your data whilst benefits are due and payable to you or your dependants from the Scheme. Due to the long term nature of the Scheme the Trustee will normally continue to store your data for at least 12 years from the date that benefits payable to you or your dependants have been paid in full, or you transfer out of the Scheme. However, to enable the Trustee to comply with their legal obligations and in order to be able to answer queries about how your benefits were dealt with (which could be made many years later), it may be necessary for some information to be retained for longer than this. Any processing of your data once you have transferred out of the Scheme or all your benefits have been paid in full will only take place where strictly necessary.

It is important to inform the Trustee of any changes in your personal details to ensure the information held is accurate and kept up to date. If you need to do this, or wish to know more about the information held by the Trustee or the purposes for which it is held, please contact the University Pensions Office using the following contact details:

Pensions Department, University of Leeds, Leeds, LS2 9JT. E-mail [pensions@leeds.ac.uk](mailto:pensions@leeds.ac.uk)

In addition, you are entitled to request access to or removal of any personal data being held by or on behalf of the Trustee.

If you have a complaint about the Trustee's management of your data, you have the right to lodge a complaint with the Information Commissioner's Office, which can be contacted on 0303 123 1113 or via other methods of communication as explained on their website (currently <https://ico.org.uk>).