

****USING YOUR DATA****

This notice applies to all members of the British Tourist Board's Staff Pension and Life Assurance Scheme (the "**Scheme**").

This notice sets out how the Trustees will collect, use, retain and/or transfer members' personal data in accordance with the Data Protection Act 1998. This is an important document and it is recommended that members read it and keep a copy for future reference.

The Trustees of the Scheme are the data controller of any personal data disclosed by members in connection with the Scheme. We are registered under number Z7260488 with the Information Commissioner's office, which is the UK data protection regulator and can be contacted by post at c/o Visit Britain, Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT.

1 TYPES OF DATA WHICH MAY BE COLLECTED

- 1.1 The Trustees will collect, use, retain and/or transfer personal data from members. Personal data is information which identifies a living individual. It might include the following information: member name, address, telephone number, email address, age, date of birth, spouse or partner name, dependants, marital status, national insurance number, bank details, benefits details, expression of wish details, tax information, salary or other remuneration information.

2 HOW PERSONAL DATA MAY BE USED

- 2.1 The Trustees will store, use and process members' personal data, which may include transferring personal data to certain nominated third parties, for the following purposes:
- (a) to manage and administer the Scheme, which will include providing services to members such as providing benefits and information about members benefits;
 - (b) to enable third parties to whom certain operations of the Trustees' administration of the Scheme are outsourced to administer their services to members or the Trustees (such as pension administrators);
 - (c) to be transferred to third parties to enable the Trustees to obtain advice on the operation, management or funding of the Scheme, which may include professional advisers such as lawyers, accountants, actuaries or investment advisers;
 - (d) to be transferred to your employer (or their professional advisers) in order for them to review and assess their obligations to and costs relating to the Scheme;
 - (e) to be transferred to your employer (or their professional advisers) in order for them to assess the impact of changes in legislation on your benefits and/or the tax charges and other consequences arising from them;

- (f) to be transferred to third parties (or their professional advisers) in connection with insuring some or all of the liabilities of the Scheme or purchasing annuities in respect of some or all of the beneficiaries of the Scheme; or
- (g) to enable the Trustees to comply with any relevant legal and/or regulatory obligations.

Where any of the above third parties are located outside of the United Kingdom, members' personal data may be transferred outside of the United Kingdom.

3 ACCESS RIGHTS

- 3.1 Personal information must be handled and dealt with properly, no matter how it is collected, recorded and used, and whether it is on paper, in computer records or recorded by any other means. Capita regards the lawful and correct treatment of personal information as crucial to successful operation and has stringent processes and procedures in place to ensure that it always treats personal information correctly in accordance with the law. Capita fully endorses and adheres to the principles of data protection as set out in its Group Data Protection Policy and in the appropriate legislation.
- 3.2 The Trustees keep personal data in secure computer storage facilities and/or in paper-based files which are only accessible to specific authorised individuals. It may be necessary for the Trustees to retain members' personal data for a number of years during the life of Scheme. However, if members' personal data is no longer required, the Trustees will destroy records containing personal data securely.
- 3.3 Members may be asked to review and update the information held about them periodically. Members may contact the Trustees at any time to request to see the personal data held about them at that time, to request that it be corrected or updated, or to request the details of third parties to whom it has been made available. **If members have any queries, comments, or if members wish to correct or update the data held about them, please contact the BTB Administration team at Capita by e-mailing BTBSPS@capita.co.uk or calling 0114 273 7331.** The Trustees may charge a small fee to cover costs incurred in providing a copy of the requested personal data and may also require proof of identity to ensure that data is not disclosed about, or to, the wrong person.
- 3.4 The Trustees may charge a small fee to cover costs incurred in providing a copy of the requested personal data and may also require proof of identity to ensure that data is not disclosed about, or to, the wrong person.