Summary of Privacy Notice

Our Privacy Notice explains (amongst other things) what personal information we hold about you, who we share it with, what we use it for, and what your rights are under data protection laws. It is essentially our way of notifying you about the different ways in which we handle your personal information (or "personal data"). We have a legal duty to provide you with this information.

By way of summary, the Privacy Notice explains the following.

The personal information we hold and where we get it from

The Privacy Notice contains a detailed list which explains the types of personal information we generally collect in the course of running the Scheme. This includes basic information like your name, contact details and date of birth, as well as more detailed information regarding your pension and benefits.

We obtain a lot of this information directly from you (or via Isio, the Scheme administrator). In other cases, we may obtain information from the Scheme's sponsoring employer and its corporate group (KCOM), other schemes from which you may have transferred benefits into the Scheme, government departments and/or publicly accessible sources. We may also get information through the Pensions Dashboard ecosystem (you can find out more about what that is in the Privacy Notice).

If we need information about your health, we will usually ask for your consent so that we can use it (as it is more sensitive personal data), but sometimes other reasons apply by law to allow us to use health-related information without consent.

Why we hold personal information and who we share it with

We use your personal information in order to govern and administer the Scheme and to comply with our legal obligations. This includes many activities, such as paying benefits as they fall due, communicating with you, calculating benefits and ensuring expected standards of scheme governance are met.

As part of this, we may need to share your information with third parties, such as KCOM, our professional advisers, auditors, insurers, internet service providers, other service providers, regulators, government bodies, courts or law enforcement agencies. We share data with the scheme actuary where that is required and sometimes the data is anonymised or your name is removed or redacted first.

Some of those who we share your information with may process it overseas. This means that your personal information may on occasion be transferred outside the UK and the European Economic Area. There is more information in the Privacy Notice about the safeguards we put in place if your data is transferred to such jurisdictions.

How long we keep your data for and how we keep it safe

Data protection laws mean that we can only keep your data for as long as needed for the purpose for which the data was collected. The Privacy Notice sets out the criteria we use to determine how long we keep your information for and how we keep it safe and secure.

Your rights

Most importantly, the Privacy Notice details what rights you have in relation to your personal data and how you can exercise them. This includes receiving a copy of the personal information we hold about you as well as other rights you have. You can exercise your rights free of charge (except in very limited circumstances which we would explain to you if relevant).

Right to complain

If you believe your personal data has not been handled in accordance with applicable data protection laws, you have the right to complain directly to us. Your complaint will be acknowledged within 30 days and investigated and responded to without undue delay. To exercise this right please contact: **kcom@weareigg.com**

If you are not satisfied with the outcome, you have the right to complain to the regulator. The Information Commissioner's Office is the UK data protection supervisory authority. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline (0303 123 1113).

Please read the Privacy Notice in full and, if you have any questions, you can contact the Scheme administrator, Isio also can be contacted via KCOMdatapensionscheme@isio.com, 0345 646 1357