



UK Atomic Energy Authority

The UKAEA Pension Scheme (Scheme)

Use of your data (“Privacy Notice”)

A. Introduction

1. UKAEA, as manager of the Scheme (Manager), issues this notice to comply with the law on data protection.
2. This notice explains:
 - The reasons why we hold personal data relating to you as a member or other beneficiary of the Scheme;
 - What sorts of data we hold about you;
 - How we use the data;
 - Who we will share the data with;
 - How long we will hold it;
 - How we keep your data safe;
 - What your rights are in respect of the data we hold about you;
 - Who to contact about your data; and
 - The legal basis for the “processing” of your data.

B. Data protection information

B1. Why we hold your data

3. We hold data to correctly identify members and beneficiaries of the Scheme and to ensure that we pay benefits to the right person.
4. Also, we are obliged to keep data about you because you are a member of the Scheme or receive benefits from the Scheme. Even where we have determined the amount of your benefit(s), we still have to hold data about you, your benefits and how we calculated and / or settled them. (This may also assist us in resolving any query which you may have in the future.)

B2. What data we hold about you

5. We hold data about who you are:

- Your name;
- Date of birth;
- Address and contact details;
- Your gender; and
- National Insurance number.

6. We also hold the following information when we pay out benefits:

- Details of your birth / adoption certificate;
- Details of your marriage certificate / civil partnership registration;
- Any change of name details;
- Death certificate details;
- Health details (only obtained for the purpose of ill-health early retirements or payment of other health related benefits); and
- Bank account information.

7. We hold details about your pension entitlement under the Scheme which may include:

- Salary information;
- Pension amounts; and
- Length of service and date of joining as well as any benefits transferred into the scheme from a previous scheme.

8. We may also hold information that you have given us about your family or other individuals to whom you would like us to pay a benefit in the event of your death.

B3. How we use your data and who we share it with

9. As we have explained, we hold data about you to record and determine your entitlement to benefits under the Scheme. We process this data as part of recording what is due to you under the Scheme or paying your benefits in accordance with the rules of the Scheme.

10. We may use automated means to calculate the amount of benefits payable to you to ensure the accuracy and consistency of calculations.

11. We may share your data with companies with which there is a contract for service provision, for example:

- Tracing and identification verification agencies;
- Auditing services;

- Legal advisers;
 - Actuaries;
 - Investment consultants;
 - Administrators;
 - The employers associated with the Scheme; and
 - Annuity providers.
12. Where data is provided to, or processed or stored in a country other than the UK, we will ensure that the data protection provided is at least as secure as in the UK. In practice, this is very unlikely to be of concern in relation to the Scheme.
13. The identity of third party contractors may change from time to time. If so, we will only share data as required for services provided to us and for the duration of any contract we have with a provider.
14. Were you to request us to, we may share your data with other parties. We emphasise that we would only do this on valid authorisation from you.

B4. How long we hold your data and how we keep it safe

15. We may be required to answer questions about your pension for many years ahead; questions may arise even after your death. We may keep your data for as long as the Scheme exists.
16. We have taken reasonable steps to ensure that your data is secure. This includes checking that appropriate physical and technological security processes are in place to protect your data. We have ensured that all service providers have also got such security in place.
17. We have ensured that the process for sharing data is sufficiently secure so that data is protected in transit.
18. If, despite all of the above measures, we become aware of your data being used unlawfully, we will notify you and relevant authorities immediately and assist in any way we can with minimising adverse consequences to you.

B5. Your rights in relation to your data

19. The law on data protection gives you the opportunity to enforce your rights on the data we hold. You are entitled to:
- Ask to see all the data we hold about you;
 - Ask for personal data concerning you which you provided to us in a format readable by machines;
 - Complain to us about how we are processing your data; and
 - Complain to the Information Commissioner about how we are processing your data.

B6. Who to contact

20. We have delegated day-to-day record keeping to Equiniti. They hold and process your data on behalf of the Manager. You may contact them by email, telephone or in writing at:

UKAEA Pensions

PO Box 5130
Lancing

BN99 9AP

Telephone: 0333-207-5961

Email: ukaeapensions@equiniti.com

21. The Manager's Data Protection Officer (DPO) is Kelly Stallard. If you wish to contact the Manager in connection with this notice or your data, it may be more appropriate to contact the DPO; you may email the UKAEA DPO at dataprotection@ukaea.uk.
22. To request a copy of your data, please contact Kelly Stallard quoting the full name of the Scheme, your National Insurance number and date of birth.
23. You may contact the Information Commissioner at ico.org.uk/global/contact-us, on 0303 123 1113 or in writing at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

B7. The legal basis for data processing

24. The Manager has sought legal advice on this question and confirms that compliance with a legal obligation falling on the Manager is and shall be the basis for the Manager's data processing.
25. The Manager has a legal obligation to operate the Scheme pursuant to its governing statute and rules and distribute the benefits payable under it accordingly.

C. Conclusion

26. We are confident that our processes and data protection arrangements are robust and secure. We shall keep our policy on data protection under review in accordance with the governing law and shall inform you of any necessary update or development.

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