

## **PRIVACY NOTICE**

Ross Trustees Services Limited t/a Independent Governance Group (an independent professional trustee company) is the professional corporate sole trustee (the '**Trustee**') of the General Council of the Bar Pension and Life Assurance Fund (the '**Fund**').

Ross Trustees Services Limited is a private company limited by guarantee, registered in England & Wales with company number 07904277.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation 2018 ("GDPR"; together the "data protection laws") and controls how personal information is used by organisations, businesses or the government. For the purposes of GDPR and legislation implementing data protection laws in the UK, the Trustee are a data controller. In this Privacy Notice the terms "we", "us" and "our" refer to the Trustee.

We take your privacy seriously, and we are committed to protecting it. This Privacy Notice explains how we will use any personal information that we collect from you or that is provided to us by you or a third party in connection with your membership of the Fund.

From time to time we may make changes to this Privacy Notice.

### **Information we collect about you**

You, and General Council of the Bar (the '**Company**') in its capacity as principal employer of the Fund, have provided us, and may in future provide us, with information relating to your employment with the Company and your membership of the Fund.

We hold the following information:

- personal details such as your name, date of birth, email and postal address, national insurance number, and, if relevant, details about any ill-health you have suffered or are suffering;
- family details such as whether you are married or in a civil partnership, and details about your children, dependants and other family members;
- employment details such as the pensionable pay you received while in employment, any bonuses you received, and your length of service; and
- if you have already started receiving your pension we will hold information such as your bank account details.

### **How we use your information**

We use your information to ensure the effective, efficient and accurate management of the Fund in accordance with the Fund Rules and the law. This includes using your information to enable us to calculate and pay the correct pension benefits during your lifetime and on your death. We may use your information to enable us to communicate with you.

In order to use your personal information, we must have a lawful basis for doing so. Mostly, the reason that we have for using your information is to enable us to carry out the role of trustee of the Fund (known as 'legitimate interest'). Without using your information, we could not operate the Fund effectively. In some situations, however, we are required by law to use your information, and in limited circumstances we can only use your information where we have your consent to do so. If your consent is needed, and has not already been obtained, we will not use your information until we have sought and obtained your agreement.

## **Who we share your information with**

We will not sell your personal information and we will not transfer it outside of the EEA without appropriate safeguards in place. We will only share your personal data with selected recipients and only where it is necessary to do so for the purposes mentioned above in relation to how we use your information. As at the date of this Privacy Notice, we share your information with the following persons for the following reasons:

- The Fund Actuary, currently Matthew Plail. Information is also shared with his employer, XPS Pensions Group. The Fund Actuary and XPS Pensions Group are classed as joint data controllers with the Trustee when providing certain actuarial and consultancy services. For more information on how Matthew Plail and XPS Pensions Group as the Fund's actuarial adviser use your data, please contact them. Their contact details can be found at: [www.xpsgroup.com](http://www.xpsgroup.com)
- XPS Pensions Group to enable it to provide administration, pension payroll, consultancy and investment services to the Fund. Further information can be found at [www.xpsgroup.com](http://www.xpsgroup.com)
- The Fund auditor, currently Edmund Carr LLP, to enable it to complete the audit of the Fund's Annual Report and Accounts. More information can be found at: [www.edmund-carr.co.uk](http://www.edmund-carr.co.uk)
- The fund legal adviser, currently Sackers & Partners LLP, to provide legal advice to the Fund. More information can be found at: [www.sackers.com](http://www.sackers.com)

We may also seek to share your data with insurance companies for the purposes of securing benefits where appropriate, and your data would be shared on an anonymised data wherever possible. Whenever we share your information with a third party, that party is required to enter into a binding agreement that they will use your information only for the purposes for which it is provided, and that they will not pass it on to any other person.

In certain circumstances, we may be required to disclose or share your personal information in order to comply with a legal or regulatory obligation (for example, we may be required to disclose personal information to the police, local or foreign regulators or to judicial or administrative authorities) or where disclosure is both legally permissible and necessary to protect or defend our rights or protect your rights or those of the public.

Any personal information held by us and any third-party will be treated as confidential. We will not sell your personal information to third parties.

## **Keeping your information secure**

The security of your personal information is important to us. We will take all steps reasonably necessary to ensure that your personal information is kept safe and secure in accordance with data protection laws. We will take appropriate measures to protect your personal information against loss, theft, and unauthorised use.

At present data is not transferred outside the EEA but if in the future any of the advisers or the Trustee do transfer personal data appropriate safeguards will be put in place.

## **How long we will keep your information**

Pension benefits build up and are paid over a long period. We will therefore need to retain your details until at least 6 years after the final benefits are paid in respect of you. If a spouse's or dependant's pension is payable on your death, this may mean that we keep your personal information for some time even after you have died.

We will not keep information longer than it is needed. Once your information is no longer needed, we will take reasonable steps to securely destroy it.

## **Your rights regarding your information**

Under data protection laws you have increased rights in relation to your personal information.

You have the right to access information that we hold about you, and to obtain certain information about how we use your information and who we share it with. In some situations we may be exempted from providing this information, for example if doing so would reveal personal information about another person.

You have the right to have any errors in the information held about you corrected. If you wish to request a correction, please explain in detail why you believe the personal information we hold is inaccurate or incomplete.

You also have certain additional rights, for example to have your personal information permanently deleted, to request that we stop processing your personal information, and to request that we transfer your personal information to another party. If the reason why we are able to process your personal information is because you have given consent for us to do so, you may withdraw that consent at any time.

If you would like to exercise any of these rights, please contact us using the contact details at the end of this Privacy Notice. Please note that we will need to verify your identity before we can respond to your request.

## **Complaints**

You also have a right to make a complaint about how we use your personal information. Please contact us in the first instance and we will do our best to resolve the matter to your satisfaction.

This does not affect your legal right to complain to the Information Commissioner's Office, which 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](http://www.ico.org.uk) or via their telephone helpline (0303 123 1113).

## **Contact us**

If you have any questions, comments or requests regarding this Privacy Notice or use of your personal information, please get in touch with the Fund administrators:

Address: General Council of the Bar Admin Team  
PO Box 562  
Middlesbrough  
TS1 9JA  
United Kingdom  
Email: [XPSAdminGeneralCounciloftheBar@xpsgroup.com](mailto:XPSAdminGeneralCounciloftheBar@xpsgroup.com)

Telephone: 0117 202 0403

Or the Fund Secretary, Suraj Gandecha at [GCB@weareigg.com](mailto:GCB@weareigg.com)

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