



Personal information about our members and their survivors

As Trustee of the ITV Auto-Enrolment Plan (the AE Plan) we need to collect and use personal information about our members and their survivors. This privacy notice sets out how we collect, use and protect your personal information and your rights in relation to your information. It's issued in accordance with the requirements of the UK General Data Protection Regulation, which governs the processing of personal data.

Personal information is information, or a combination of pieces of information, that could reasonably allow you to be identified.

Personal information we use

We hold or will collect personal information about you from a variety of sources, including information from you directly, information provided by the AE Plan's employer and information we get from other sources, including public databases.

Information we may collect directly from you

The categories of personal information that we collect directly from you include:

- personal details (for example, your name, date of birth);
- your bank details and national insurance number;
- your contact details (for example, your address, phone number and email address); and
- details about who you'd like us to consider paying benefits to if you die.

Information we may collect from other sources

These are examples of categories of personal information we may collect from other sources:

- personal details (for example, your name, date of birth);
- your contact details (for example, your address, phone number and email address);
- information necessary to calculate and pay your contributions or benefits (for example, your employment history and salary); and
- information from HMRC (for example, your tax code).

How we'll use your personal information

The ways we use your personal information include:

- identifying you and your survivors and making sure your details are up to date;
- communicating with you;
- calculating and paying your benefits; and
- making decisions – such as whether to agree to early retirement or how to distribute benefits after your death.

The legal basis for processing your personal information

We must have a legal reason to use your personal information. The legal reasons are:

- to fulfil our legal obligations (including any contractual obligations), which includes making sure your benefits are paid correctly; and
- to meet our legitimate interests to administer the AE Plan correctly.

In a few cases, for example where you've given us information about your health, we need your consent to process your data. Where this applies, you may take back your consent at any time by contacting us using the contact details on the reverse. This will be explained in more detail in any forms where we request this information.

Information sharing

We may share personal information with:

- the AE Plan's administrators and our advisers to facilitate the administration of the AE Plan and your benefits;
- HMRC and other Government organisations, including potentially the Pensions Regulator; and
- insurance companies or other occupational pension schemes and their advisers with a view to securing benefits or making or receiving a transfer of benefits.

We may also provide some of your personal information to ITV (as employer) to help it make decisions relevant to its role as sponsoring employer. We'll only do so to the extent we consider necessary for a legitimate purpose.

Security and storage

We have in place measures to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate.

When sharing your personal information with our administrators or another third party we'll make sure they also have measures in place to protect it and keep it confidential and agree to use the personal information only for the purposes we set out.

We'll keep your personal information for as long as we have a relationship with you or your survivors and, in addition, we will keep your personal information after our relationship with you has ended, taking into account our legal obligations and regulators' expectations. We envisage that most details will be retained at least until the AE Plan terminates, but will keep this under review. We may also retain records to investigate or defend potential legal claims.

Your rights

You have rights regarding your personal information, including the right in certain circumstances to access, correct, delete or transfer your personal information or to restrict or object to our use of it. We may need extra information from you to deal with any request. If you'd like to discuss or exercise these rights, please contact us.

International data transfer

Your personal information may be transferred to, stored and processed in a country that is not regarded as ensuring an adequate level of protection for personal information under UK law. Where your personal information is to be transferred outside the UK (for example by the administrator) we'll make sure there are appropriate safeguards in accordance with applicable legal requirements to protect the information. For more information on any safeguards in place, please contact us.

Changes to this policy

We may update this privacy notice from time to time. You'll be able to see when we last updated the notice because we'll include a revision date.

How to contact us

The Trustee is the 'data controller' responsible for the collection and use of your personal information. If you have questions or concerns please contact ITV Pensions on 01772 884488.

If you believe we haven't resolved your concerns, you can complain to the Information Commissioner's Office at www.ico.org.uk

We encourage you to let us know if your personal information changes or if you think the information we hold about you is out of date.