



## THE CHEVIOT PENSION

# DATA PROTECTION: HOW WE USE YOUR PERSONAL DATA

We take your right to privacy seriously. In line with the rules which came into effect on 25 May 2018, we have set out how we do this in our Privacy Policy. This is available on our website and sets out our approach and why we hold and process your data.

The Privacy Policy is an important document. It describes the types of personal data we hold about you and that we may collect from you in the future. It describes the purposes for which we process that personal data. It also explains any third parties we may pass your data to, including data controllers such as the scheme actuaries and auditors.

Specific rules apply to Special Categories of Personal Data, as defined by legislations, which include health data or data relating to your sexual orientation and/or the gender of your partner and data which may reveal your political or religious opinions or racial/ethnic origins.

Cheviot may collect, process and disclose Special Categories of Personal Data about you, including information from you or from other sources, if it is relevant to the administration of your benefits under the Scheme.

For example, we may need to process data about your health in relation to any application for an ill-health benefit. We may also record details of your relatives and/or dependants, for example, on an "Expression of Wishes" form so that we can distribution any benefits payable on your death. Alternatively, you may nominate a certain charity or political group to receive such distributions.

We need to process your data in order to calculate and pay your benefits under the scheme to you or your dependants. Where necessary, you consent to us processing these types of personal data to enable us to do this. Where you provide personal data about a dependant, you agree that you have provided our Privacy Policy to them and obtained their consent to our collection, processing and disclosure of their Special Categories of Personal Data.

If at any time, you do not want us to process your personal data, you can contact us as [people@cheviottrust.com](mailto:people@cheviottrust.com).

We are unlikely to be able to process your benefits and pay benefits to you or your dependants without continuing to process your personal data.

Please contact us via email or phone at: [people@cheviottrust.com](mailto:people@cheviottrust.com), or 01702 354024

Our postal address is:

The Chief Executive's Office  
The Cheviot Trust  
Kingswood House  
58-64 Baxter Avenue  
Southend-On-Sea Essex SS2 6BG

