

Data Privacy Notice

THE ARCHAEOLOGICAL ORGANISATIONS PENSION SCHEME

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

Who are we?

The trustee board of the Archaeological Organisations Pension Scheme (AOPS) is the data controller. This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

AOPS complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer AOPS membership records;
- To maintain our own accounts and records;
- To send you Aviva's annual summary funding statements and information on the triennial actuarial valuations of the Scheme
- To send you your retirement quotation from Aviva as you approach your normal retirement date.

What is the legal basis for processing your personal data?

- To calculate and pay the correct pension benefits to you at the correct time.

Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with the Scheme's Administrator, accountants, and financial advisers. We will not share your data with third parties unless you have asked us to do so.

How long do we keep your personal data?

We keep your personal data whilst you retain membership of AOPS, and associated paperwork for the lifetime of the scheme.

Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which AOPS holds about you;
- The right to request that AOPS corrects any personal data if it is found to be inaccurate or out of date;

- The right to request your personal data is erased where it is no longer necessary for AOPS to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data where processing is for the purposes of scientific/historical research and statistics;
- The right to lodge a complaint with the Information Commissioner's Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact details

To exercise all relevant rights, queries or complaints, please in the first instance contact the AOPS administrators, First Actuarial LLP, through Clair Beattie: by phone on 01732 207 500, email to clair.beattie@firstactuarial.co.uk, or by post at Fosse House, 192 High Street, Tonbridge, Kent, TN9 1BE, . You will be notified should these contact details change.

You can contact the Information Commissioner's Office on 0303 123 3113 or by email at <http://ico.org.uk/global/contact-us/email>, or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please note that it is your responsibility to notify the AOPS trustees through Clair at First Actuarial (contact details above) of any changes in your contact details, or in your circumstances (such as your marital status) relevant to the calculation and management of your pension fund.

It is important that we have an up-to-date postal and/or email address for you so that we can promptly send you the information about your own defined benefit pension fund, about the Scheme in general, and – where applicable – your Additional Voluntary Contribution fund.

AOPS
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