

**Purposes**

Base Template: N822 Trustees of a pension scheme

(Office use: purposes)

Purposes:

**Pensions administration****Subjects**

Complainants, correspondents and enquirers  
Customers and clients  
Employees of other organisations  
Employers  
Members and beneficiaries  
Relatives, guardians and associates of the data subject  
Staff including volunteers, agents, temporary and casual workers  
Trustees

(Office use: )

**Classes**

Employment details  
Family, lifestyle and social circumstances  
Financial details  
Goods or services provided  
Personal details  
Physical or mental health or condition

(Office use: )

**Recipients**

Business associates and other professional advisers  
Central government  
Claimants, beneficiaries, assignees, payees  
Current, past or prospective employers of the data subject  
Data processors  
Data subjects themselves  
Employees and agents of the data controller  
Financial organisations and advisers  
Healthcare, social and welfare advisers or practitioners  
Local government  
Ombudsmen and regulatory authorities  
Other companies in the same group as the data controller  
Persons making an enquiry or complaint  
Relatives, guardians or other persons associated with the data subject  
Suppliers, providers of goods or services  
Trade, employer associations and professional bodies

(Office use: )

**Transfers**

None outside the EEA

(Office use: )

Names of countries:

Have you taken any measures to guard against unauthorised or unlawful processing of personal data and against accidental loss or damage? No

**Do the measures include:**

Adopting an information security policy? Yes

Taking steps to control physical security? Yes

Putting in place controls on access to information? Yes

Establishing a business continuity plan? No

Training your staff on security systems and procedures? Yes

Detecting and investigating breaches of security should they occur? Yes

Adopting the British Standard on Information Security Management BS7799? No

Does your notification cover all your processing of all personal data? Yes

Are you exempt from notification but have decided to notify voluntarily? No

You are paying by BACS? No

## ■ IMPORTANT CHANGES TO REGULATIONS THAT AFFECT PUBLIC AUTHORITIES

### Changes to the Data Protection Act 1998

Section 16(1) of the Data Protection Act 1998 (DPA 1998) has been amended following the implementation of the Freedom of Information Act 2000 (FOIA) in England, Wales and Northern Ireland and the Freedom of Information (Scotland) Act 2002 (FOI(S)A) in Scotland. A data controller who is either a public authority for the purposes of the FOIA or a Scottish public authority for the purposes of the FOI(S)A must declare this fact within its Data Protection Notification.

Schedule 1 in each Act sets out those organisations which are specified as public authorities and includes:

- Central Government, Scottish Ministers and the Scottish Parliament
- Local Authorities
- Schools and Colleges
- Police and prosecuting bodies
- Doctors, Dentists, Opticians and Pharmacists

The above list is not exhaustive; additional guidance can be found on our website or on the website of the Scottish Information Commissioner [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

**Note: If you are not a Public Authority under either Act you do not need to tick this box.**

If you are considered a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002 please tick this box.

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By ticking this box, the following statement will be added to your notification:

**This data controller states that it is a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002**

## ■ DECLARATION

To the best of my knowledge and belief the particulars given on this form are correct and complete. I confirm that I am the Data Controller named on this form or that I am authorised to act on behalf of the Data Controller.

**Signature**

.....

**Name**

(please print)

..... G A MCCLOSKEY .....

**Job Title**

(please print)

..... ADMINISTRATOR .....

**Date**

..... 15/9/09 .....

**Contact Tel No.**

..... 0800-634-4862 .....

## ■ What To Do Now

- You should print the whole of this form using your browser's print button or menu option.
- Sign the declaration above and post **ALL** of the completed Notification form **with a fee for £35** (Please make cheques payable to the Information Commissioner).
- Print or take a copy of the notification form for future reference.

**Please note:** You have to submit the forms by post, you cannot submit them online or fax them to us.

Please return your form and fee or completed direct debit form to:

Information Commissioner's Office  
PO Box 66  
Wilmslow  
Cheshire  
SK9 5AX

We will write to tell you when we have received your notification form. If we have any queries or need further information we will contact you.