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| **General Data Protection Regulation** |

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| Dear Trustee, The EU General Data Protection Regulation (GDPR) will come into force on 25 May 2018 bringing about fundamental changes how personal data is held and processed. It will be applicable throughout the EU, and Brexit will not affect it’s implementation in the UK.  A Trust is categorised as an entity in it’s own right and is subjected to the new regulations and compliance. As you are a trustee of a trust, you will be affected by GDPR and it is important that we implement a compliance process for the Scheme.Trustees are the “data controllers” responsible for the compliance with the new GDPR Regulations, so it will be your duty to ensure that you have considered cybersecurity issues and any potential weaknesses the data may be exposed to.  As practitioners to your scheme, we will deal with your scheme GDPR requirement. Therefore, we depend on you as Trustee(s) to keep us up to date with changes in how data is held by you. We will act as your data compliance officer in relation to the Scheme, deal with the ICO on any changes over the coming 3 years.  A fee for implementation of satisfying your GDPR requirements for the Trust will be applied of £65 per annum to cover the first 3 years for 1-2 member schemes and £25 per member per annum for the multi member schemes. This is zero rated for vat. This will cover the cost of our technical team input, the legal documents needed for your trust, review of each trust report carried out by a qualified GDPR officer and file any registrations to the ICO that may become apparent in the coming 3 years.  We will shortly prepare and send to you an information form which contains all the parties who have access to your pension scheme data – we will ask you to confirm that the data is relevant and accurate and to insert any parties who are not on this document and therefore we do not hold a record of.  We will also send you an information document on key data held which covers the sponsoring employer, the trustees, members and beneficiaries. We would ask that you provide us with any updates so that our data held is complete and accurate. We will then prepare a GDPR report for the trustees, including the documents needed for compliance which we will send to you. We will also prepare and send you the necessary agreements required between the Data Controller and Data Processor or Joint Data Controllers, as applicable. The documents will detail the relationships and ensure secure and compliant way of ongoing data processing.This information will help us satisfy your Scheme’s GDPR requirements on an ongoing basisWe have set up a designated email account, which will handle all enquiries for GDPR. Please therefore email any questions to gdpr@cranfords.biz We have prepared a booklet called GDPR Trustee Handbook - this booklet will follow shortly and explains in full how GDPR applies, please take the time to read it. With kind regards Admin Team |

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