

Powerhouse Retail Group of the Electricity Supply Pension Scheme (the "Group")

Our privacy policy – How we use your personal information

We are sending you this privacy policy to help you understand how we collect, store and use your personal information for the purposes of the Powerhouse Retail Group of the Electricity Supply Pension Scheme (the "Group"). **This is for information only – you do not have to take any action in response to this information.**

1. Introduction

The Group Trustees of the Powerhouse Retail Group of the Electricity Supply Pension Scheme (the "Trustees" or "we" or "us") collect and use your personal information in order to administer the Group and to pay benefits due to scheme members and other beneficiaries.

The Trustees are committed to protecting your personal information. This statement tells you more about when, from whom and why the Trustees collect your personal information and how we use it.

The Trustees are the data controller of the personal information to which this notice relates; we can be contacted using the details in section 10.

2. Personal information that we collect

The types of personal information that we may collect and use include:

- Your full name, address and contact details
- Your date of birth
- Your sex/gender
- Your marital (or relationship) status
- Your benefit entitlement under the Group
- Information about your health
- National Insurance Number and/or other evidence of identity
- Details of your salary and other forms of remuneration
- Details of your bank account
- Details of any nominees to be considered for benefits in the event of your death.

3. Where does your personal information come from?

Most of the personal information that we hold is provided by members when they joined the Group or subsequently contact the Trustees (or organisations appointed by the Trustees to help with the running of the Group) about their benefits.

Other information about you may be provided by current and former employers participating in the Group, other pension schemes and pension providers, independent financial advisers, medical practitioners, other advisers or service providers to the Trustees and Her Majesty's Revenue and Customs (HMRC).

4. What do the Trustees do with your personal information?

The legal basis for us using your personal information is to enable us to comply with our legal obligations as Trustees of the Group, which include paying benefits to you and other beneficiaries in connection with members' employment (or previous employment) with an employer participating in the Group. We also have a legitimate interest in using your personal information to ensure the efficient administration of the Group and to help us and the employers participating in the Group review and manage financial matters relating to the Group, together with our respective advisers.

In some limited circumstances, the Trustees will only collect and use certain special categories of personal information with your express consent. We will make clear to you when your consent is needed.

If we are not provided with the personal information about you that we need, it may not be possible for us to provide some or all of the benefits otherwise payable in respect of you from the Group.

5. Sharing your personal information with other parties

Where the Trustees consider it necessary for the purposes explained in section 4, your personal information may be shared with selected third parties, such as the Trustees' actuarial and financial advisers and other professional services providers, including those who provide data processing, administration and communication services to the Group. The Trustees may also share personal information with regulatory authorities and healthcare practitioners, insurers, AVC providers, financial advisers, annuity brokers, employers participating in the Group, HMRC, the Pensions Regulator and any other third parties with whom we are authorised or required by law to share personal information.

Some of the third parties with whom your personal information is shared may be located outside the European Economic Area (EEA) (for example, this may happen if computer servers used by our providers are located or backed up in a country outside the EEA).

Under data protection legislation, we can allow your personal information to be transferred outside the EEA if:

- (a) the country to which your personal information is being transferred has been confirmed by the European Commission to provide adequate protection for personal information; or
- (b) the entity that is holding your personal information has entered into a written contract which requires it to provide all protections to your personal information required by data protection legislation.

In the event that the UK is no longer part of the EEA, references in this section to the "EEA" should be taken to mean the EEA and the UK.

Further information about transfers of personal data outside the EEA can be obtained by contacting us at the address below.

We will also share personal information with the actuary to the Group. The actuary to the Group is a joint data controller with the Trustees when using personal information held in respect of you for the purposes of assessing, with the Trustees, financial matters affecting the Group. The current actuary to the Group is:

David Gardiner FIA, whose address is: Aon Hewitt Limited, Parkside House, Ashley Road, Epsom KT18 5BS.

Please see the Appendix to this policy for further details relating to how the actuary and Aon Hewitt Limited use your personal information.

6. How long do the Trustees keep your personal information for?

The Trustees will keep your personal information in accordance with our data retention policy as it applies from time to time. We will need to keep personal information for as long as is reasonably necessary to determine members' entitlement to benefits from the Group and to comply with our legal obligations in relation to the administration of the Group.

7. Accessing and updating your personal information

Data protection legislation gives individuals the following rights in relation to personal information held about them:

- individuals can ask what personal information is held about them and be provided with a copy;
- if personal information held about an individual is incorrect, he or she can ask for it to be corrected;
- individuals can ask for personal information about them to be deleted or for processing of that personal information to cease in certain circumstances, for example, where that information is no longer needed;
- individuals can request that certain types of personal information held about them is sent to them, or another organisation, in a format that can be read by computer; and
- individuals can withdraw their consent to how their personal information is being processed, where that processing is based on their consent.

Exercising these rights is subject to certain restrictions under data protection legislation. For further information about these rights, you should write to:

Powerhouse Retail ESPS Group
c/o Capita Employee Solutions
Hartshead House
2 Cutlers Gate
Sheffield
S4 7TL

8. Complaints

If you are unhappy at any stage with how the Trustees are using your personal information in connection with the Group, you have the right to lodge a complaint with The Information Commissioner's Office (www.ico.org.uk).

9. Changes to our privacy policy

This statement is subject to regular review and may be updated from time to time. We will tell you if we make any changes to how we use your personal information.

10. Contact us

If you have any questions about how your personal information is used, including in relation to the arrangements we have in place with the Group Actuary, please feel free to contact us at the following address:

Powerhouse Retail ESPS Group
c/o Capita Employee Solutions
Hartshead House
2 Cutlers Gate
Sheffield
S4 7TL

The Group Trustees of the Powerhouse Retail Group of the Electricity Supply Pension Scheme

May 2018

Appendix

Aon Hewitt Limited - PRIVACY NOTICE

Aon Hewitt Limited (and, where appointed, the Scheme Actuary - together "**Aon**") has been appointed to provide pensions advisory and calculation services that relate to your membership of the pension scheme. In doing so Aon will use personal information about you, such as your name and contact details, information about your pension contributions, age of retirement, and in some limited circumstances information about your health (where this impacts your retirement age) in order to be able to provide these services. The purposes for which we use personal information will include management of the pension scheme and your membership within it, funding the pension scheme (i.e. helping to ensure that the funds within the pension scheme are sufficient to cover the members who are party to it), liability management (that is to say providing advice on the different ways benefits could be determined, and drawn, from the pension scheme), scheme actuary duties (which include assessing individuals who are members of the pension scheme and assessing how the make-up of the membership may affect the amounts payable and when they become payable so as to manage the pension scheme appropriately), regulatory compliance, process and service improvement and benchmarking.

We may pass your personal information to third parties such as financial advisors and benefits providers, insurers, our affiliates and service providers and to certain regulatory bodies where legally required to do so. Depending on the circumstances, this may involve a transfer of data outside the UK and the European Economic Area to countries that have less robust data protection laws. Any such transfer will be made with appropriate safeguards in place.

More detail about Aon's use of your personal information is set out in our full Privacy Notice. We recommend that you review this notice which is available online at <http://www.aon.com/unitedkingdom/products-and-services/human-capital-consulting/aon-hewitt-actuarial-services-privacy-statement.jsp>, or you can request a copy by contacting us, including reference to the scheme name, at: Data Protection Officer, Aon Hewitt Limited (Retirement and Investment UK), PO Box 730, Redhill, RH1 9FH