



# Privacy Policy

## BRDC PLAS Trustees

Author: Irving, Hannah

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# Privacy Policy      BRDC PLAS Trustees

As Trustees of the British Racing Drivers' Club Pension and Life Assurance Scheme (BRDC PLAS) we are committed to protecting and respecting your privacy and looking after your personal information carefully in line with data protection and privacy laws. Below we detail the information we collect concerning you and how that information is used.

Please read this policy in order to understand when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this policy from time to time and we commit to keep you updated of any changes as they are made.

Any questions regarding this policy and our privacy practices should be sent by email to the Trustees at [dataprotectionofficer@brdc.co.uk](mailto:dataprotectionofficer@brdc.co.uk).

We are registered on the Data Protection Public Register. Our Data Protection Registration Number is Z9008150.

## SERVICES

This policy covers all of the Services the Trustees of the BRDC PLAS provide and any reference to "you" or "your", means you as user of our Services. This policy applies to the collection and use of your information by the Trustees and parties that we authorise (such as our scheme administrators, scheme actuary and auditors).

## INFORMATION

The information about you that we collect and use includes:

- Information about who you are eg your name, date of birth, gender, address and contact details, National Insurance number
- Information connected to the product or service eg your bank account details, employment details such as earnings history, length of company and scheme service, contributions history
- Information about your contact with us eg phone calls, emails, letters, meeting notes
- Information classified as 'sensitive' personal information eg relating to your health, marital or civil partnership status. This information will only be collected and used where it is needed to provide the service you have requested or to comply with our legal obligations.
- Information you may provide us with about other people eg joint applicants or beneficiaries. The Trustees assume that any information you supply in relation to your beneficiaries has the consent of the beneficiary.

- Information on children eg where a child is named as a beneficiary.

## INFORMATION COLLECTION

As Trustees of the BRDC PLAS, we (or our authorised third parties) may collect information about you, from a variety of sources, including:

- An application form for the service
- Phone conversations
- Emails or letters you send to us
- Your employer or financial advisor

As long as you continue to be a member of the BRDC PLAS we will retain and process information about you. In the event of your death we will continue to retain your information and any beneficiary information for as long as it is relevant and necessary for us to perform our legal obligations.

## HOW WE USE PERSONAL INFORMATION

We take your privacy seriously and we only ever collect and use information which is personal to you, where necessary, fair and lawful to do so. We will collect and use your information only where:

- You have given us your permission to send you information about your service
- It is necessary to provide the service you have requested eg you wish to change the details of your investment and personal data is required ie your name, bank details etc
- It is necessary for us to meet our legal or regulatory obligations eg to send annual statements, the detection of fraud
- It is in the legitimate interest of the Trustees eg to deliver appropriate information and guidance so that you are aware of options that will help you get the best out of the service
- It is the legitimate interest of a third party eg sharing information with advisors for good governance purposes
- Process payments to you or your beneficiaries
- Held for employment purposes

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as we are required to do so to meet our regulatory obligations, or to protect the BRDC PLAS against further claims of benefits.

## IS PERSONAL INFORMATION SHARED?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes unless you have specifically given us permission to do so.

We may pass information about you to other parties for the reasons outlined above. These third parties include:

- Your advisor or employer
- Companies we have chosen to support us in the delivery of the products and services we offer to you and other members
- Our regulators
- Law enforcement, credit and identity check agencies for the prevention and detection of crime
- HM Revenue and Customs

Please note this policy does **not** cover companies, services or applications that we do not own or control, or people that we do not employ or manage.

## PROTECTION OF PERSONAL INFORMATION

We take information and system security seriously and we endeavour to take all reasonable steps to protect your personal information. Any personal information collected, recorded or used will have appropriate safeguards applied in line with our data protection obligations.

Our controls are aligned to industry standards and good practice, providing a control environment that effectively manages risks to confidentiality, integrity and availability of your information.

Please always think carefully before disclosing information to other sources or otherwise making your information publicly available. It is important that you are aware that any information you disclose to another user may then be disclosed by that user.

## HOW YOU CAN ACCESS AND UPDATE YOUR INFORMATION

The accuracy of your information is important to us. From time to time we will contact you regarding the data that we hold and ask you to update it. If your details change please ensure that you advise us to enable us to update our records.

You have the right to ask for a copy of the information BRDC PLAS holds about you.

If you have any questions or comments regarding our data processing practices please contact the Trustees c/o Data Protection Officer, Silverstone Circuits Limited, Silverstone Circuit, Towcester, Northamptonshire NN12 8TN (dataprotectionofficer@brdc.co.uk).