EC DC – Data map

Type of **Personal Data**	Who is the Data Subject?	Reason for BW **processing** the data
Name (including former names) And/ or Date of Birth	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☒ Prospective employees for whom pension entitlement considerations need to be made	☒ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☒ Calculation and reconciliation of contributions ☒ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☒ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☒ Advising on investment strategy and implementing investment decisions ☒ Advising on pension strategy or benefit design ☒ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☒ Obtaining quotes from other service providers ☒ Auditing processes and, where applicable, calculating potential recompense ☒ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Membership number or individual reference number	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☒ Prospective employees for whom pension entitlement considerations need to be made	☒ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☒ Calculation and reconciliation of contributions ☒ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☒ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☒ Advising on investment strategy and implementing investment decisions ☒ Advising on pension strategy or benefit design ☒ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☒ Obtaining quotes from other service providers ☒ Auditing processes and, where applicable, calculating potential recompense ☒ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Gender (including details of any gender recognition certificate)	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☐ Prospective employees for whom pension entitlement considerations need to be made	☒ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☐ Calculation and reconciliation of contributions ☒ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☐ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☐ Advising on investment strategy and implementing investment decisions ☒ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☐ Obtaining quotes from other service providers ☒ Auditing processes and, where applicable, calculating potential recompense ☐ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Marital status (including details of any certificates regarding marital status, such as a marriage certificate, civil partnership certificate, decree absolute or final order)	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☐ Prospective employees for whom pension entitlement considerations need to be made	☐ Issuing communications and information to data subject ☐ Liaising with client, data subject and third parties on queries and disputes ☐ Calculation and reconciliation of contributions ☐ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☐ Monitoring of allowance limits ☐ Undertaking governance reviews and compliance with governance requirements ☐ Advising on investment strategy and implementing investment decisions ☐ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☐ Obtaining quotes from other service providers ☐ Auditing processes and, where applicable, calculating potential recompense ☐ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Home address (including previous home addresses) /other contact addresses	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☒ Prospective employees for whom pension entitlement considerations need to be made	☒ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☐ Calculation and reconciliation of contributions ☐ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☐ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☐ Advising on investment strategy and implementing investment decisions ☐ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☒ Obtaining quotes from other service providers ☐ Auditing processes and, where applicable, calculating potential recompense

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		☒ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Other contact details (including telephone numbers and email addresses)	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☐ Prospective employees for whom pension entitlement considerations need to be made	☒ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☐ Calculation and reconciliation of contributions ☐ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☐ Monitoring of allowance limits ☐ Undertaking governance reviews and compliance with governance requirements ☐ Advising on investment strategy and implementing investment decisions ☐ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☐ Obtaining quotes from other service providers ☐ Auditing processes and, where applicable, calculating potential recompense ☐ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Information regarding periods of pensionable service (including periods of absence)	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☐ Prospective employees for whom pension entitlement considerations need to be made	☐ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☒ Calculation and reconciliation of contributions ☒ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☒ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☐ Advising on investment strategy and implementing investment decisions ☐ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☐ Obtaining quotes from other service providers ☒ Auditing processes and, where applicable, calculating potential recompense ☐ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Employment history For example, whether an employee works part time or full time, dates of starting and leaving employment, periods of absence, job title / category, details of employer(s)	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☒ Prospective employees for whom pension entitlement considerations need to be made	☐ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☒ Calculation and reconciliation of contributions ☒ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☐ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☐ Advising on investment strategy and implementing investment decisions ☒ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☒ Obtaining quotes from other service providers ☒ Auditing processes and, where applicable, calculating potential recompense ☒ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Salary/remuneration data	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☒ Prospective employees for whom pension entitlement considerations need to be made	☐ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☒ Calculation and reconciliation of contributions ☒ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☒ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☐ Advising on investment strategy and implementing investment decisions ☒ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☒ Obtaining quotes from other service providers ☒ Auditing processes and, where applicable, calculating potential recompense ☒ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Tax and National Insurance information This includes the following data ☒ National Insurance number ☒ PAYE details ☒ Lifetime Allowance Protections	☒ Current employees ☒ Former employees who accrued pension entitlement ☒ Former employees for whom client asks us to review as potentially accruing pension entitlement ☒ Prospective employees for whom pension entitlement	☐ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☐ Calculation and reconciliation of contributions ☒ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☐ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☐ Advising on investment strategy and implementing investment decisions ☐ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☐ Obtaining quotes from other service providers ☒ Auditing processes and, where applicable, calculating potential recompense

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	considerations need to be made	☒ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Death benefit distribution information, including expression of wish forms and information required to assess eligibility of, or allocation of benefits to potential beneficiaries	☒ Current employees ☒ Former employees who accrued pension entitlement ☐ Former employees for whom client asks us to review as potentially accruing pension entitlement ☐ Prospective employees for whom pension entitlement considerations need to be made	☐ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☐ Calculation and reconciliation of contributions ☐ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☐ Monitoring of allowance limits ☐ Undertaking governance reviews and compliance with governance requirements ☐ Advising on investment strategy and implementing investment decisions ☐ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☐ Obtaining quotes from other service providers ☐ Auditing processes and, where applicable, calculating potential recompense ☐ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Defined Contribution (DC) account information (including AVCs), e.g. contributions, fund holdings and investment choice	☒ Current employees ☒ Former employees who accrued pension entitlement ☐ Former employees for whom client asks us to review as potentially accruing pension entitlement ☒ Prospective employees for whom pension entitlement considerations need to be made	☒ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☐ Calculation and reconciliation of contributions ☐ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☒ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☒ Advising on investment strategy and implementing investment decisions ☒ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☒ Obtaining quotes from other service providers ☒ Auditing processes and, where applicable, calculating potential recompense ☒ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Adviser/Service provider data, including personal data held about individuals who act as advisers or service providers ☒ Name ☒ Address ☒ Other contact details	☒ Advisers/Service providers ☒ Former advisers/service providers	☒ Issuing communications and information to data subject ☒ Liaising with client, data subject and third parties on queries and disputes ☐ Calculation and reconciliation of contributions ☐ Ascertaining eligibility to pension entitlement, e.g. meeting auto-enrolment criteria ☒ Monitoring of allowance limits ☒ Undertaking governance reviews and compliance with governance requirements ☒ Advising on investment strategy and implementing investment decisions ☒ Advising on pension strategy or benefit design ☐ Reporting to The Pensions Regulator, e.g. declaration of (auto-enrolment) compliance ☒ Obtaining quotes from other service providers ☒ Auditing processes and, where applicable, calculating potential recompense ☐ Considering pension arrangements for prospective employees, e.g. strategy and compliance with TUPE
Personal data relating to the client, including personal data held about individuals who have a role in the operation or governance of the pension scheme ☒ Name ☒ Address ☒ Other contact details ☒ Such other data as may be necessary for anti-money laundering and terrorist financing checks	☒ Human Resources ☒ Payroll ☒ Finance ☒ Governance body	☒ Liaising with the client and relevant parties in relation to the services required and in the undertaking and delivery of those services ☒ Establishing the identity of the data subject and ensuring compliance with duties relating to anti-money laundering and terrorist financing