



## JESUS COLLEGE CAMBRIDGE

# Jesus College Cambridge Pension Scheme

## Data Protection statement

The Jesus College Cambridge Pension scheme (the scheme) is the College's defined benefit pension scheme for non - academic staff, which was closed to new joiners in 2006.

This statement explains how the Trustees of the scheme handle and use data they collect in the course of administering the scheme for current and deferred members.

The joint controllers for your personal data are the Trustees of Jesus College Pension Scheme (the Trustees), Jesus College Cambridge (the College) and JLT Benefit Solutions Ltd (JLT), who act on behalf of Phoenix Life. The person responsible for data protection on behalf of the Trustees and the College at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the Bursar of the College, Dr Richard Anthony, who is also a trustee. His email address is [bursar@jesus.cam.ac.uk](mailto:bursar@jesus.cam.ac.uk)

The legal basis for processing your personal data is that it is necessary in order for you to enter into a contract to provide you with pension contributions, quotations and payments. Certain data, is processed in order to meet legal requirements, for example information about tax and national insurance and provision of pension statements.

## The data that you provide and how the Trustees use it

### Administering contributions that you make to the scheme

Jesus College Finance Office, on behalf of the Trustees process your name, address, date of birth, national insurance number and details of your employment in order to process your contributions to the scheme.

Once you have left the College, your deferred pension is administered by Phoenix Life and JLT Benefit Solutions Ltd.

Your information is retained for as long as you are paying contributions or in receipt of pension benefits.

### Paying your pension

Your pension is paid by Phoenix Life in conjunction with JLT, who also provide calculations and quotations. Data processed includes the name, address, date of birth, national insurance number and details of employment of pensioners and any

surviving partners or other nominated beneficiaries of deceased members of the scheme who receive benefits. Data are retained for as long as the beneficiaries are alive. Some special category data about your health will be processed if you retire on medical grounds, but not otherwise.

NB A few ex gratia payments are made directly by the College.

### **Data sharing**

Data is shared between the Trustees, Jesus College and JLT as data controllers in common. Data needed to make payments to death service benefit nominees is processed by MetLife UK on behalf of the Trustees. Data may also be shared with HMRC for tax purposes.

### **Your rights**

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact addresses of Data Controllers**

The Trustees and the College (the Bursar Dr Richard Anthony)

Jesus College, Cambridge, CB5 8BL

JLT (scheme actuary Claire Davidson)

Lochside House

7 Lochside Avenue

Edinburgh

EH12 9DJ