Equiniti Paymaster (1836) Limited – RetireMe App – Privacy Notice

June 2018

We understand how important your personal data is and are committed to protecting and respecting your privacy.

'Personal Data' means any information relating to or which identifies you. This can include items such as your name, address, phone number, identification numbers (such as an account number), location data or online identifiers.

The General Data Protection Regulation (GDPR) regulates the processing of personal data. The GDPR seeks to protect your rights to your personal data by setting out, amongst other things, the conditions under which the processing of personal data is lawful, the rights of data subjects and the standards that organisations handling personal data must adopt. This Privacy Notice is issued in compliance with GDPR and seeks to explain:

1. Who we are;
2. Products and services covered by this Privacy Notice;
3. How we collect your personal data;
4. Why we collect your personal data;
5. How long we hold the personal data ;
6. The conditions under which we can share it with others;
7. Overseas processing;
8. How we keep your personal data secure;
9. Your personal data **rights** and how to exercise them;
10. Useful information; and
11. Any further questions.

1   Who we are

Equiniti Paymaster(1836) Limited (EQP) is one company within the Equiniti Group. Our main business is pension administration services and HR administration services. Our registered address is Sutherland House, Russell Way, Crawley, West Sussex, RH10 1UH and our ICO registration number is: Z4790890.

EQP is a **'Data Controller'** for the RetireMe App. This means that we are responsible for deciding how and why we hold and use personal data about you.

In this Privacy Notice, 'we', 'us' and 'our' will always mean EQP, as Data Controller.

2 Products and services covered by this Privacy Notice

This notice applies to the RetireMe App only. For further details please see our full EQP privacy notice at https:\\privacy.equiniti.com

3 How we collect your personal data

o Information we collect about you when and how you used our App, including information about your device and IP address, which will include the capture of your location information, however, we cannot identify you from this information and do not seek to identify you in the future;
o Statistical information from third parties such as network providers and App stores.
o The information you input when using the App such as your date of birth, sex, annual salary and pension arrangements stay with you on your mobile device and is also noted by Google Analytics. We do not receive or hold this information.
o EQP receives only aggregated statistical information which does not facilitate identification of individuals.

4 Why we collect your personal data

Under Data Protection legislation we must always have a legal reason for processing your personal data.

This App uses the personal data you input for forecasting purposes. We also need to keep you up to date about changes to our App and to keep our App secure and permit you safe access to our services. This processing is all part of contractual obligations between us and you. We also need to comply with our legal obligations and ensure the proper administration of our business.

5 How long we hold your personal data

The personal information that you input for forecasting purposes remains on your device for as long as you retain the App.

6 The conditions under which we can share your personal data with others

EQP does not hold any personally identifiable data in relation to information collected by this App.

7 Overseas Processing

EQP does not hold any personally identifiable data in relation to information collected by this App.

8 How we keep your personal data secure

Your personal data is only retained on your device.

If you have any concerns about the security of your mobile devices, we suggest you read the advice of Get Safe Online, which can be accessed at www.getsafeonline.org.

9 Your personal data rights and how to exercise them

You have rights in respect of any personal data which EQP holds about you, including:

- The right to be informed about how we use your personal data including any decisions based solely on automated processing;
- The right of access to a copy of any personal data EQP processes about you;
- The right to request us to update or delete your personal data;
- The right to object to us processing your personal data, restrict processing or to request its portability.
- You are also able to complain about how we process your personal data to the Information Commissioner's Office (ICO) who regulates compliance with data protection legislation.

10 Useful information

Changes to this policy - We review our use of your personal data regularly. In doing so, we can change what personal data we collect, how we keep it and what we do with it. As a result, we can change this Privacy Notice from time to time to keep it relevant and up to date.

This policy was issued June 2018.   If you require copies of previous versions of EQP Privacy Notices, please contact the Data Protection Officer using the contact details noted below.

11 Any further questions about this Privacy Notice

We hope that this Privacy Notice has been helpful in setting out how we handle your personal data and your rights to control it.

If you have any questions that remain unanswered, please visit our Customer Privacy Centre online at https:\\privacy.equiniti.com where you will find our full EQP Privacy Notice as well as general information about your rights and how Equiniti safeguards your personal data;

Or contact our Data Protection Officer:

- By email at DPO@equiniti.com,
- By post at Data Protection Officer, Equiniti, Highdown House, Yeoman Way, Worthing, BN99 3HH, or
- By telephone UK: 0333 207 5962   International: +44 121 415 0196
  Lines are open 8.30am to 5.30pm (UK time), Monday to Friday (excluding public holidays in England and Wales).