FPN Notice: Third party

Your privacy rights when you've been given access to a Nest account

The purpose of this document is to inform you about the type of information we hold about you, how we use it and to let you know your rights. The National Employment Savings Trust (Nest) Corporation exercises control over the processing of the data we hold about you and carries the data protection responsibility for it. In legal terms this is referred to as being the 'data controller'.

About your personal information and where we obtain it*

Your details have been provided to us in relation to the administration of a Nest employer or member account in the communication attached or received separately. A member or individual representing that employer provided your details to us.

We need your personal information to administer the Nest account of the employer or member for whom your details have been shared. This allows us to identify you as someone who is linked to their account.

How we'll use your personal information*

We'll use this information to manage Nest account of the employer or member you are linked to, in accordance with our legal obligations under the Nest Order and Rules. We can use this to:

- provide services and information you request from us in relation to their account
- improve our service offering, including through surveys and research activities
- see if and when you open the emails or links we send you

We may use your personal details to provide you with other information you've consented to receive. You can withdraw your consent at any time. We explain how* at the time you give consent.

If you use our website, we may also use your personal information to monitor the traffic and performance of our website in accordance with our cookies policy. If you'd like to change your cookie settings, go to our cookies policy page at **nestpensions.org.uk/cookiespolicy**

What personal information we use and how long we keep it*

Data we use	How long we keep it for (because pensions are for the long term)
If you're an individual who makes a payment into a Nest member's retirement pot this includes: Surname, forenames, telephone number, email	We'll keep this information for 15 years after the earliest of: a. the date we pay out the member's retirement pot in full; b. the date we transfer the member's retirement pot out of Nest or c. the date of death of the member or 150 years from their date of birth in circumstances where we've not been notified of their death.

Data we use	How long we keep it for (because pensions are for the long term)
address, address (correspondence and billing)	
If you're a beneficiary of a Nest member's retirement pot value this includes: Surname, forenames, middle name, date of birth, address, mobile number, email address, relationship to member, benefit percentage, copies of identification documents (including birth, marriage/civil partnership, death certificates)	We'll keep this information for 15 years after the date of death of the member where death benefits are paid to you or 150 years from the member's date of birth in circumstances where we've not been notified of their death and death benefits are not paid to any beneficiary; Where the member takes their retirement pot in full, we'll keep this information for 15 years after the earliest of: a. the date we pay out the member's retirement pot in full; b. the date we transfer the member's retirement pot out of Nest or c. the date of submission of a new expression of wish/death benefit nomination form, where the member completes a new form and replaces the beneficiary.
If you're a Trusted Adult of a minor Beneficiary of a Nest member's retirement pot value this includes: Forenames, middle name, surname, address, relationship to the beneficiary, mobile number and email address	We'll keep this information for 15 years after; a. the date of death of the member where death benefits are paid to or on behalf of the beneficiary or b. the date of submission of a new expression of wish/death benefit nomination form, where the member completes a new form and replaces the beneficiary. In circumstances where we've not been notified of their death and death benefits are not paid to any beneficiary, or where the beneficiary details are not replaced, we'll keep the information for 150 years from the member's date of birth. Where the member takes their retirement pot in full, we'll keep this information for 15 years after the earliest of: a. the date we pay out the member's retirement pot in full; b. the date we transfer the member's retirement pot out of Nest.
If you're someone else connected to a Nest member (including professionals such as doctors, consultants, solicitors, who interact with the Scheme in respect of a specific member event, such as ill-health application, death benefit or divorce case) this includes: Name, contact details and high level data on your qualification/profession and employer/practice from time to time when communicating with Nest	This will follow the same principles as the member retention period relating to the activity where the data is gathered. To know more about this please see the Fair Processing Notice for members at **nestpensions.org.uk/personal-information-members** Data will be kept with the relevant member record. We won't keep a separate record of your data.
Any other data not mentioned above:	This will follow the same principles as the member retention period relating to the activity where the data is gathered. To know more about this please click here **nestpensions.org.uk/personal-information-members**

Data we use	How long we keep it for (because pensions are for the long term)
	Data will be kept with the relevant member record. We won't keep a separate record of your data.

We may keep your personal information for a longer period of time than mentioned above for archiving or research purposes*, or in the event of ongoing disputes, claims, complaints or data migration.

Passing on your personal information to third parties

We may need to pass your personal data on to selected and trusted third parties*. The third parties we may share information with are:

- The Pensions Regulator (TPR) or other regulatory or governing bodies for compliance purposes
- government bodies and departments, or other third parties, for research and statistical purposes
- third-party processors and any third party to whom we may need to disclose personal information to comply with our legal, regulatory and statutory obligations or as part of a legal process
- any other third party where you've given your consent

When we outsource any processes we ensure any supplier or contractor we use has adequate security measures in place. We also require them to comply with privacy principles as part of our contract with them.

Security and safe storage of your personal information

We'll use appropriate procedures and security features to process and protect your information. Information we hold about you may be transferred* and stored by us, our agents or contractors for research purposes or to provide services to you, outside the European Economic Area*. Where this happens, we use the model clauses* as issued by the European Commission or other appropriate safeguards* where applicable.

How you can access and correct your personal information

You can correct the information we hold about you by contacting us at Nest, Nene Hall, Lynch Wood Business Park, Peterborough, PE2 6FY. You have the right to make a request to:

- access all personally identifiable information that we hold about you
- restrict or object to the processing of the personal data we hold about you
- erase your personal data
- receive personal data about you that you have provided to us in a structured, commonly used, machine-readable format where we use it with your consent

To make a request under these rights you can write to us at Nest, Nene Hall, Lynch Wood Business Park, Peterborough, PE2 6FY or email us at **support@nestpensions.org.uk**

Queries and further information

The information provided here is in addition to any other privacy information we may give you.

You can view our cookies policy at **nestpensions.org.uk/cookiespolicy**

You can contact our data protection officer at **dpo@nestcorporation.org.uk**

You can write to us at Nest, Nene Hall, Lynch Wood Business Park, Peterborough, PE2 6FY

If you have concerns about the way we handle your personal data and you think we haven't dealt with them properly, you can contact the Information Commissioner's Office* or raise a complaint at **ico.org.uk/concerns**

***You'll find more information on the items marked by an asterisk* and our privacy policy at nestpensions.org.uk/privacypolicy**