

GDPR guidance for Trustees of pension schemes

Pension schemes involve holding and handling large amounts of personal data. Under the General Data Protection Regulation therefore Trustees are data controllers and must comply with the legislation. Trustees risk being held personally liable and could face financial penalties of up to 20m EUR as well as reputational damage for non-compliance.

So what do you need to do? You must understand your obligations, the type of data you hold, where and why, and whether your processes and policies stand up to the new law. If they don't, you need to take action before GDPR comes into effect in May 2018.

To help you meet your obligations Pitmans Law has developed a considered approach for our Trustee clients which we tailor to meet your needs, whatever stage you may be at in achieving compliance.

1 Bespoke training

We provide **interactive workshops** that cover what Trustees need to know and do to ensure your scheme complies with GDPR. Before each training session we discuss your needs to ensure the training is tailored to your scheme. The workshop follows a tried and tested formula.

- What is GDPR?
- Why do Trustees need to know about it?
- How does GDPR differ and resemble the current DPA legislation?
- What do Trustees need to identify?
 - key obligations
 - the practical steps you need to take
- Immediate actions
- Long-term actions and continuing obligations
- Sanctions for non-compliance
- Q&A

2 Data mapping

We provide a **data mapping questionnaire** to establish the type of personal data being held and handled, how, by whom and for what purpose.

3 Project planning

Based on the data mapping exercise we can identify the areas that need attention and help you design and review appropriate project plans to achieve compliance by May 2018.

We will then work as part of your project team collaborating to provide legal guidance throughout each step of the plan.



We provide clear, pragmatic and robust pensions advice to trustees, employers, insolvency practitioners, pensions professionals and high net worth individuals.

"The Trustees have benefitted from clear, straight-forward advice presented in an easy to digest format."

Contact me for more information



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4 Documentation

We prepare and/or review policies and documentation affected by GDPR.

Data protection policies: in particular policies which deal with breach management and reporting, data retention and data subject access requests

Contracts with service providers: including administrators, actuaries and insurers. We review updates to contracts proposed by service providers to ensure compliance with GDPR

Contracts with the employer: where the employer provides administration services to the Trustees, we prepare or review the written contract

Privacy notices and consent requests: we draft or review these to ensure they comply with the higher standards under GDPR

Next steps

Wherever you are in your preparations to get GDPR ready Pitmans Law can help. We can attend your next Trustee meeting to kick off training or organise a one to one meeting to scope your specific needs.

5 Reassurance

In the face of huge fines for breaches, we offer a reassurance service.

Liability insurance: we advise on whether the current liability cover and exoneration and indemnity provisions under the scheme rules are sufficient

Letter of compliance: where appropriate we provide a letter of reassurance confirming that the scheme's processes are compliant with GDPR



"The level of service has always been exemplary; they are fast to respond, proactive in approach and have a deep understanding of our business due to a long-term relationship."

"They manage to deal with a very complex subject in an easy to understand way. Everyone I have dealt with has been helpful and patient in ensuring the understanding of all involved in such a complex area of law."

Contact me for more information



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10
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With Pitmans Law you can be assured of the quality of advice and service you demand from a city law firm - but with a distinction. The courage to stand apart, to think and act personally, with an uncompromising focus on achieving outstanding client outcomes. We say what we mean, matching our behaviours to our words.

Established for over 150 years, Pitmans Law is headquartered in Reading with offices in London and Southampton. The lower overheads of a regional office ensure we can provide city quality legal advice at a competitive price to deliver exceptional value for our corporate and private clients locally, nationally and internationally.

Pitmans provides legal advice to address our clients' needs across a wide range of industry sectors and specialisms including particularly strong specialist teams in pensions advisory, real estate, dispute resolution as well as corporate and commercial law. Our clients draw confidence from the top tier recognition Pitmans achieves in the industry benchmarking directories, Legal 500 and Chambers UK.

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