



Sovereign Pension Services (CI) Limited

Privacy Notice for provision of administration and trustee services of international and local personal and occupation Pension/Retirement Annuity Trust and Savings Schemes

1. Purpose of this privacy notice

The purpose of this privacy notice is to explain what Personal Data we collect about you and how we process it in order to provide corporate management and directorship services and professional trustee services to you. This privacy notice also explains your rights, so please read it carefully. If you have any questions, you can contact us using the information provided below under the 'How to contact us' section.

2. What Personal Data is

'Personal Data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

'Special Category Personal Data' is more sensitive Personal Data and includes information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purposes of uniquely identifying someone, data concerning physical or mental health or data concerning someone's sex life or sexual orientation.

'Criminal offence data' refers to personal data relating to criminal convictions and offences or related security measures. This covers information about offenders or suspected offenders in the context of criminal activity, allegations, investigations and proceedings.

3. Personal Data we collect

The Personal Data we collect about you will be the minimum necessary to provide corporate management and directorship services and professional trustee services. The type of Personal Data we collect is outlined in the table below in the section entitled 'Purposes, lawful bases and retention periods'.

4. How we collect your Personal Data

We collect most of the Personal Data directly from you in person, by telephone, text or email and/or via our website.



We may also need to collect Personal Data from third parties such as:

- 4.1 Lawyers;
- 4.2 Investment Managers/advisors;
- 4.3 Property Managers;
- 4.4 Accountant.
- 4.5 Screening/internet searches.

5. Cookies

A cookie is a small text file which is placed onto your device (e.g computer, smartphone or other electronic device) when you use our website.

Our website uses cookies. For further information about cookies and how we use them, please see our [Cookie Notice](#).

6. Purposes, lawful bases and retention periods

We will only use your Personal Data when the law allows. Most commonly, we will use your Personal Data in the following circumstances:

Categories of individuals	Categories of Personal Data	Purpose of Processing	Lawful Basis	Retention Period
Client and related parties	Name, address, contact telephone number, email address, source of funds and wealth and CV	Incorporation and maintenance of the company or trust structure	Contract - as our client we have a contractual arrangement with you and to fulfil our obligations we need to process your personal data.	A minimum of six years. Retention period may vary depending on the circumstances and jurisdiction of the structure
Client and signatories (when we do not control the bank account)	Contact email address, phone number, company you work for	Opening bank account	Contract - as our client we have a contractual arrangement with you and to fulfil our obligations we need to process your personal data.	A minimum of six years. Retention period may vary depending on the circumstances and jurisdiction of the structure
Attorney	Name and address	Preparation of a Power of Attorney	Contract - as our client we have a contractual arrangement with you and to fulfil our obligations we need to process your personal data.	A minimum of six years. Retention period may vary depending on the circumstances and jurisdiction of the structure
Tenant	Name and address and source of funds	Preparation of Rental Agreement	Contract - as our client we have a contractual arrangement with you and to fulfil our obligations we need to process your personal data.	A minimum of six years. Retention period may vary depending on the circumstances and

				jurisdiction of the structure
Client	Name, address, date of birth, country of birth, passport number	To conduct due diligence (background checks) which may reveal information about criminal convictions or offences. This ensures that we can comply with our legal and regulatory obligations.	The processing is necessary for reasons of substantial public interest, on the basis of applicable law (including laws such as The Criminal Justice (Proceeds of Crime) (Financial Services Businesses) (Bailiwick of Guernsey) Regulations, 2007 designed to combat money laundering, bribery and corruption and avoidance of sanctions.	A minimum of six years. Retention period may vary depending on the circumstances and jurisdiction of the structure
Managed and- Non managed Client (where we do not have control of the structure – asset or bank account)	Name, address, bank statements, and transactions	As a relevant financial business, we must apply customer due diligence and conduct ongoing monitoring of a business relationship.	We have a legal obligation based on the CJ (POC)R 2007 – regulation 11.(1) and 11(2) ongoing and effective monitoring of any existing business relationship, which shall include: Reviewing identification data to ensure it is kept up to date and relevant in particular for high risk relationships or customers in respect of whom there is a high risk. Scrutiny of any transactions or other activity, paying particular attention to all, complex transactions, transactions which are both large and unusual, and unusual patterns of transactions., which have no apparent economic purpose or no	Six years. Retention period may vary depending on the circumstances and jurisdiction.

			<p>apparent lawful purposes and ensuring that the way in which the identification data is record and stores is as such as to facilitate the ongoing monitoring of each business relationship.</p> <p>The regular monitoring of a business relationship, including any transactions and other activity carried out as part of that relationship, is one of the most important aspects of effective ongoing CDD measures.</p> <p>11(2) the extent of any monitoring carried out under this regulation and the frequency at which it is carried out shall be determined on a risk sensitive basis including whether the relationship is a high risk relationship.</p>	
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Where Personal Data is processed because it is necessary for the performance of a contract to which you are a party, we will be unable to provide our services without the required information.

7. Marketing

We would like to send you information about our products and services, events and news, which may be of interest to you. Where we have your consent or it is in our legitimate interest to do so, we may do this by email, telephone or social media.

You can unsubscribe at any time by:

- contacting us at marketing@sovereigngroup.com
- using the 'unsubscribe' link in emails.

You also have the right to object to your personal data being used for direct marketing purposes at any time.

For more information on how we use your personal data for marketing purpose, please see our [Marketing Privacy Notice](#).

8. Sharing your Personal Data

In the course of providing you with this product/service – we may need to share your Personal Data with the following third parties:

- 8.1 Lawyers;
- 8.2 Accountants;
- 8.3 Auditors;
- 8.4 Property Managers;
- 8.5 Banks;
- 8.6 Other Sovereign entities;
- 8.7 Guernsey and overseas regulators, governmental/quasi-governmental bodies and tax authorities when required by law;
- 8.8 credit reference, compliance, fraud prevention and law enforcement agencies.

9. Retention

We will retain your personal data whilst it is required for the relevant purposes or to meet our legal obligations.

In some circumstances we may anonymise your personal data so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Where your information is no longer required, we will ensure it is disposed of or deleted in a secure manner.

10. International Transfers

Your personal data may be shared within the Sovereign Group. This may include transferring your personal data to other Group offices.

We may also share your personal data with 3rd party service providers. If we do so, we will enter into appropriate contractual arrangements to oblige the entities in those countries to operate to appropriate data protection standards.

These standards include Standard Contractual Clauses (SCCs) approved by Guernsey's Office for the Data Protection Authority and enable the free flow of personal data when embedded in a contract.

They are the following:

- 10.1 The International Data Transfer Agreement;
- 10.2 The International data transfer addendum to the European Commission's standard contractual clauses for international data transfers.

In such cases, our service providers and suppliers are data processors and may only use the data in line with our instructions and not for any other purpose. This and other obligations are agreed in the data processing contract between us.

11. Your rights and how to complain

You have certain rights in relation to the processing of your Personal Data, including to:

11.1 Right to be informed

You have the right to know what personal data we collect about you, how we use it, for what purpose and in accordance with which lawful basis, who we share it with and how long we keep it. We use our privacy notice to explain this.

11.2 Right of access (commonly known as a "Subject Access Request")

You have the right to receive a copy of the Personal Data we hold about you.

11.3 Right to rectification

You have the right to have any incomplete or inaccurate information we hold about you corrected.

11.4 Right to erasure (commonly known as the right to be forgotten)

You have the right to ask us to delete your Personal Data.

11.5 Right to object to processing

You have the right to object to us processing your Personal Data. If you object to us using your Personal Data for marketing purposes, we will stop sending you marketing material.

11.6 Right to restrict processing

You have the right to restrict our use of your Personal Data.

11.7 Right to portability

You have the right to ask us to transfer your Personal Data to another party.

11.8 Automated decision-making.

You have the right not to be subject to a decision based solely on automated processing which will significantly affect you. We do not use automated decision-making.

11.9 Right to withdraw consent

If you have provided your consent for us to process your Personal Data for a specific purpose, you have the right to withdraw your consent at any time. If you do withdraw your consent, we will no longer process your information for the purpose(s) you originally agreed to, unless we are permitted by law to do so.

11.10 **Right to lodge a complaint**

You have the right to lodge a complaint with the relevant supervisory authority if you are concerned about the way in which we are handling your Personal Data. The supervisory authority in Guernsey is the Office of the Data Protection Authority

who can be contacted at:

Office of the Data Protection Authority

St Martin's House,
Le Bordage,
St. Peter Port,
Guernsey GY1 1BR

+44 (0)1481 742074

enquiries@odpa.gg

How to exercise your rights

If you wish to exercise your rights, you may contact us using the details set out below within the section called 'How to contact us and our Data Protection Officer'. We may need to request specific information from you to confirm your identity before we can process your request. Once in receipt of this, we will process your request without undue delay and within one month. In some cases, such as with complex requests, it may take us longer than this and, if so, we will keep you updated.

12. How to contact us and our Data Protection Officer

If you wish to contact us in relation to this privacy notice or if you wish to exercise any of your rights outlined above, please contact our Data Protection Officer as follows:

Address: Sovereign Pension Services (CI) Limited, Suite 3A & 3B, Frances House, Sir William Place, St Peter Port, Guernsey, GY1 1GX

Email: dpogsy@sovereigngroup.com

Tel: +44 (0) 1481 811000

13. Changes to this privacy notice

We keep our privacy notice under regular review to make sure it is up to date and accurate. We will update this notice accordingly on our website.