

Privacy Notice Addendum for Clara Pension Trust – Wates Section

This addendum is to be read together with Privacy Notice for the Clara Pension Trust (“the Scheme”) which can be found [here](#).

The Privacy Notice outlines:

- The personal data we collect and process about you
- Why we need this personal data
- Who we share personal data with – and why
- How long we keep personal data – and why
- How we safeguard and look after personal data

This addendum outlines:

- Some extra information about who we share personal data with – and why

Who else might personal data be shared with?

Clara Trustees Limited (“the Trustee”) has engaged Hymans Robertson LLP (“Hymans”) as Scheme Administrator. In this role, Hymans is responsible for the day-to-day running of the Wates Section of the Scheme and for paying all benefits to members on behalf of the Trustee. In this capacity, Hymans needs to hold personal data/information as a Data Processor. The Trustee imposes strict conditions requiring Hymans, as Scheme Administrator, to take the same degree of care with personal and sensitive data as the Trustees would take if they were administering the Scheme themselves.

Contact details

More information can be found on the Information Commissioner’s website at <https://ico.org.uk/>

If you have any queries at all in relation to data protection law and/or if you wish to exercise any of your rights, please get in touch with the Administrators, Hymans, in the first instance, at:

- Wates Section of the Clara Pension Trust, Hymans Robertson LLP, TPA Pensioner Payroll Team, 20 Waterloo Street, Glasgow, G2 6DB
- Phone: 0141 227 9811
- Email: clarapensions@hymans.co.uk

If you believe our processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office. Its contact details are:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

www.ico.org.uk/concerns

Telephone number: 0303 123 1113