

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Data Protection Notification Department
PO Box 66
WILMSLOW
Cheshire
SK9 5AF

Name(s) of Account Holder(s)

BROMLEY AND ORPINGTON RBS

Branch Sort Code

0 9 0 2 2 2

Bank/Building Society account number

1 0 2 9 9 0 7 4

Name and full postal address of your Bank or Building Society

To The Manager Bank/Building Society
SANTANDER
Address
298 DEANS GATE
MANCHESTER
Postcode
M3 4HH

Reference Number

A8017230

Originator's Identification Number

8 0 8 6 3 4

FOR INFORMATION COMMISSIONER'S OFFICE OFFICIAL USE ONLY

This is not part of the Instruction to your Bank or Building Society

Instruction to your Bank or Building Society

Please pay the Information Commissioner Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Information Commissioner and, if so details will be passed electronically to my Bank/Building Society.

Signature(s)

(Haynes)

Telephone Number

0844 410 0037

Date

23 October 2014

Banks and Building Societies may not accept Direct Debit instructions for some types of account

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

- If there are any changes to the amount, date or frequency of your Direct Debit the Information Commissioner will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Information Commissioner to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by the Information Commissioner or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when the Information Commissioner asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Register of data controllers

Entry details

Organisation name : The Trustees of the Bromley and Orpington Retirement Benefits Scheme

Registration reference : A8017230

Application date : 21 October 2014

Organisation address

1
C/O CRANFORDS
1 THE PAVILIONS, CRANFORD DRIVE
KNUTSFORD
CHESHIRE
WA16 8ZR, UNITED KINGDOM

Customer enquiry contact details

PENSION ADMINISTRATOR

1
C/O CRANFORDS
1 THE PAVILIONS, CRANFORD DRIVE
KNUTSFORD
CHESHIRE
WA16 8ZR
EMAIL ADDRESS: admin@cranfords.biz

Nature of work description

Nature of work - Trustees of a Pension Scheme

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information as trustees of pension funds to enable us to administer a funded pension or superannuation scheme.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- goods and services
- lifestyle and social circumstances
- financial details
- employment details

We also process sensitive classes of information that may include physical or mental health details.

Who the information is processed about

We process personal information about:

- customers and clients
- trustees
- members and beneficiaries
- employers and employees of other organisations

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- claimants, beneficiaries, assignees and payees

Register of data controllers

- pension schemes with which the person whose personal information we are processing has an association
- trade and business associates and professional advisers
- healthcare, social and welfare organisations
- financial organisations and advisers
- central and local government
- service providers
- ombudsmen and regulatory authorities
- suppliers
- family, associates or representatives of the person whose personal data we are processing
- current, past or prospective employers

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

Additional information not published on public register

Compliance questionnaire

Someone in my place of work is responsible for making sure we comply with the Data Protection Act

Yes

Relevant people in my place of work have been trained in how to handle personal information

Yes

When collecting personal information, we tell people how we will use it

Yes

We have a process in place so we can respond to requests for the personal information we hold

Yes

We keep records of people's personal information up to date and don't keep it longer than necessary

Yes

We have measures in place to keep the personal data we hold safe and secure

Yes

Tier assessment questionnaire

Question 1: Is your organisation a charity or have exempt charitable status?

No

Question 2: Does your organisation have more than 249 staff?

No

Question 3: Is the organisation a public authority as defined in the Data Protection Act 1998?

No

Question 4: Did your organisation have a turnover of £25.9 million or more in the last financial year?

Not Answered

Question 5: Has your organisation been in existence for more than a month?

Not Answered

Main contact details

Name:

Mr Nick Buchanan

Postal address:

1

C/O Cranfords

1 The Pavilions, Cranford Drive

Knutsford

Cheshire

WA16 8ZR

Email address:

admin@cranfords.biz

Landline telephone number:

0844 410 0037