**Mr Philip Crouch**

**JD Crouch Executive Pension Scheme**

**9 Selina Close**

**Sundon Park**

**Luton**

**LU3 3AW**

**AN IMPORTANT MESSAGE FROM CRANFORDS ON GDPR**

The EU General Data Protection Regulation (GDPR) comes into force on 25 May 2018 bringing about fundamental changes how personal data is held and processed. As you have a trust, you will be affected by GDPR and it is important that we implement a compliance process for your scheme. This email sets what we will do to help ensure that you are compliant.

Trustees are the “data controllers” responsible for compliance with the new GDPR Regulations, so it will be your duty to ensure that you have considered cyber security issues and address any potential weaknesses of the data you hold. We have produced a guide to help you with this, which is enclosed with this letter.

As the registered administrators to your scheme, we will deal with your scheme GDPR requirement. Therefore, we depend on you as trustee(s) to keep us up to date with changes in how data is held by you.

To implement the compliance process for your scheme we are delegating the work to The Practitioners Partnership who will act as your scheme data compliance officer. They have specific experience in this area. We will apply a fee to your scheme to implement and satisfy the GDPR requirements for the trust, which will cost in advance £65 per annum to cover the first 3 years. This will cover the cost of a technical team input, the legal documents needed, review and report carried out by a qualified GDPR officer and file any notifications to the ICO in the coming 3 years.

We will also prepare and send to you an information form which contains all the parties who have access to your pension scheme data – we will ask you to confirm that the data is relevant and accurate and to insert any parties who are not on the form and therefore we do not hold a record of. We will also send you an information document on key data held which covers the sponsoring employer, the trustees, members and beneficiaries. Both of these items will be set in an encrypted format. We would ask that you provide us with any updates so that our data held is complete and accurate. This information will help us implement your scheme’s GDPR requirements.

A summary of the GDPR action points published by the industry leading legal firm Sackers, is found at the end of the GDPR Trustee Handbook, please take the time to read this.

We have set up a dedicated email account to deal with any GDPR queries, which is [gdpr@cranfords.biz](mailto:gdpr@cranfords.biz" \t "_blank). Please do not contact your usual scheme administrator, as our GDPR team will be handling all related queries.

We are here to help you, so do please email us at [gdpr@cranfords.biz](mailto:gdpr@cranfords.biz" \t "_blank) if you have any questions on GDPR.

The GDPR Team

@CRANFORDS