

Pension Scheme Account Mandate for adding trustees

The Pension Scheme Account Mandate should be completed when appointing new Authorised Signatories and Nominated Persons.

Please use black or blue ink and write clearly in the spaces provided in **BLOCK CAPITAL** letters. Mark relevant boxes with a clear cross.

1. Pension Scheme	
Name of pension scheme:	THE WESTWOOD SSAS
Account number:	31837847
Existing Members/Trustees	ANDREW GREENHALGH.

2. Members/Trustees (Please add details below of new scheme members and trustees)	
First Scheme Member/Trustee	
Title	Mrs Forename(s) RACHEL Surname HALL
Email address	hall.rachelc@gmail.com
Date of birth	14-06-1982
Current address	BRINDHURST FARM SUTTON MACCLESFIELD, SKI ONA
Date moved in	3 OCTOBER 2022
Gender	FEMALE
Nationality	BRITISH
Country of birth	UNITED KINGDOM
Home telephone number	
Mobile number	07881 944505
Is this a scheme member?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is online banking required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this a member trustee?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Pension Scheme Account Mandate for adding trustees *(continued)***2. Members/Trustees** *(Please add details below of new scheme members and trustees)***Second Scheme Member/Trustee**Title Forename(s) Surname Email address Date of birth Current address Date moved in Gender Nationality Country of birth Home telephone number Mobile number Is this a scheme member? Yes ☐ No ☐Is online banking required? Yes ☐ No ☐Is this a member trustee? Yes ☐ No ☐

Pension Scheme Account Mandate for adding trustees *(continued)*

2. Members/Trustees *(Please add details below of new scheme members and trustees)*

Third Scheme Member/Trustee

Title Forename(s) Surname

Email address

Date of birth

Current address

Date moved in

Gender

Nationality

Country of birth

Home telephone number

Mobile number

Is this a scheme member? Yes ☐ No ☐

Is online banking required? Yes ☐ No ☐

Is this a member trustee? Yes ☐ No ☐

Pension Scheme Account Mandate for adding trustees *(continued)***2. Members/Trustees** *(Please add details below of new scheme members and trustees)***Fourth Scheme Member/Trustee**Title Forename(s) Surname Email address Date of birth Current address Date moved in Gender Nationality Country of birth Home telephone number Mobile number Is this a scheme member? Yes ☐ No ☐Is online banking required? Yes ☐ No ☐Is this a member trustee? Yes ☐ No ☐

If these changes affect the signing rights on the account, please complete section 3.
If not, please continue to section 4.

Pension Scheme Account Mandate for adding trustees *(continued)*

3. Mandate

In this section you tell us how many and which Authorised Signatories are required to operate this account. Completion of this Mandate authorises Metro Bank to accept all instructions given, or acts performed, in accordance with the "Our Service"

Please indicate the signing instructions by ticking the appropriate box:

Member Trustee(s) and Professional Trustee(s) to sign together

☒

Please specify number of authorised signatories on behalf of Member Trustees

☒

Please specify number of authorised signatories on behalf of Professional Trustees

☒

OR

Professional Trustee(s) only to sign

☐

Please specify number of authorised signatories on behalf of Professional Trustees

☐

Please indicate below any special instructions:

THE SCHEME ADMINISTRATOR MAY ALONE DEBIT THE ACCOUNT FOR THE PAYMENT OF SCHEME EXPENSES DISBURSEMENTS IN ACCORDANCE WITH ITS TERMS OF BUSINESS AND FOR PENSIONER INCOME PAYMENTS TO SCHEME MEMBERS

4. Documentation required

Please provide deed of appointment if any new trustees are being appointed.

Please provide a certified copy of identification and proof of address for any new member trustees.

5. Privacy Notice

Who are we?

Metro Bank PLC ("Metro Bank", "we" or "us"), registered in England and Wales, company number: 6419578.

We are a controller for the processing activities specified in this Privacy Notice that relate to your personal data.

This Privacy Notice also explains how other parties, including companies belonging to the Metro Bank group, may use your personal data excluding any products, applications or services that have separate privacy notices which do not incorporate this Privacy Notice.

If you have any questions about this Privacy Notice, or would like more information about how we use your personal data or to exercise any of your data subject rights (see "Your rights"), please contact our

Data Protection Officer:

Write to: Data Protection Officer

Metro Bank PLC

One Southampton Row

London, WC1B 5HA

Pension Scheme Account Mandate for adding trustees *(continued)*

5. Privacy Notice continued

Email: DataProtectionOfficer@metrobank.plc.uk

If you are unhappy with our management of your information, you have the right to lodge a complaint with the Information Commissioner's Office.

Please visit www.ico.org.uk for more information.

Our collection and retention of personal data

Personal data includes any information that directly or indirectly (whether alone or in conjunction with other

and location data.

The personal data we hold about you is limited to information that:

- You have given us directly, for example when you apply for an account or contact us (eg a copy of your ID, a selfie and your contact information, or details of your query or complaint)
- We capture through the use of CCTV when you visit one of our stores
- We record and monitor through our telephone calls to help improve the products and services we offer
- We receive from trusted third parties during eligibility checks
- We collect during the provision of our contracted services to you (e.g. your account details, and details of your transactions and interactions with us).

We, or third parties acting on our behalf (such as Google Analytics), automatically collect when you use our website or interact with our emails (in each case, with your consent, where necessary). Examples of data collected include your IP address, browser type referral source, information about which parts of our page you have visited and how long you spent on them, the preferences you have set, and whether you have opened our emails.

- We occasionally obtain personal data from publicly available sources, such as social media sites (e.g. we may collect your name and comments where you mention us in a post) and Government registers (e.g. Companies House).

Where we ask you to provide personal data to us on a mandatory basis, we will tell you at the time of collection. In the event that particular personal data is required by the contract or law, this will be made clear. We will also explain the consequences of any failure to provide any mandatory personal data: for example, if you can't show us proof of identity, this will mean that we can't open an account for you.

If you open an account with us and you are under 18, we may also collect personal data that directly or indirectly identifies your parent or legal guardian who helped you open an account. We may use and keep their personal data only for the purposes of checking your identity. You must not give us personal data about someone else (such as a joint applicant or a parent or guardian) without first getting their permission for it to be used and released. We will assume that that person has given permission, although we may still ask for confirmation.

At the end of your relationship with us (for example, if you decide to close your account), we retain your personal data for as long as required to meet our legal and regulatory obligations. Where retention is based on other reasons, we will retain it for no more than seven years, in line with our data retention policy.

Pension Scheme Account Mandate for adding trustees *(continued)*

5. Privacy Notice continued

The purposes and lawful basis for our collection of personal data

Your personal data is collected and processed for business and compatible purposes, in accordance with applicable laws and as set out below.

Personal data may occasionally be used for purposes not obvious to you where the circumstances warrant such use (e.g. in fraud investigations or similar).

We generally process your personal data under one of the following legal bases:

- Our legitimate business interests (described in the section below), except where these are overridden by your interests or fundamental rights and freedoms which require protection of personal data ("Legitimate Interests")
- Compliance with our legal obligations ("Legal Obligation")
- For the performance of a contract to which you are a party or in order to take steps at your request prior to entering into such a contract ("Contractual Performance").

We may also rely on other bases (for example, where the processing is necessary in the performance of a task carried out in the public interest or in order to protect your vital interests or those of another person or where you have given your consent) on an exceptional basis, where none of the above apply.

Sensitive personal data

We may collect a limited amount of Special Category Personal data (revealing racial or ethnic origin, religious or philosophical beliefs, trade union membership, genetic data, biometric data (where that information is used to identify an individual), information concerning physical or mental health, an individual's sex life or sexual orientation (in order to make appropriate accommodations or adjustments), or to provide biometric identification services. When we do so, we will explain to you why we need it, and obtain your consent to use it for the relevant purpose.

To the extent permitted by applicable laws, we may collect and process a limited amount of information regarding criminal convictions and offences and related proceedings (including information relating to allegations and suspicions of criminal offences).

Further processing

If we determine that your personal data is to be used for a new purpose, we will inform you beforehand.

Sharing your information

Your personal information may be shared with third party service providers, including companies belonging to the Metro Bank group, which may provide products or services to you or us.

We will only share your personal data where necessary and where we have a lawful basis for doing so (for the purposes previously outlined).

Recipients of your personal data include:

- Other parties connected to your account (i.e. joint account holders)
- Credit reference agencies (please see section below)
- Our service providers (such as payment processors, IT service providers, email service providers and web analytics providers)
- Specific subcontractors who help to provide you with the services you have requested
- Tax authorities, regulatory authorities, law enforcement agencies and fraud prevention agencies
- Our insurers, lawyers, auditors, consultants and other professional advisers

Pension Scheme Account Mandate for adding trustees *(continued)*

5. Privacy Notice continued

- Other banks or financial institutions (where you ask us to share your personal data, or where we are asked to confirm your identity for the purposes of preventing or investigating financial crime)
- If you want to use our referral to selected third parties to get discounts for their services, or where you want to take advantage of our functionality to import or export your banking data
- Third parties where you have consented for us to share your data with them.

These recipients may be located in countries around the world (please see "Processing Personal Data outside of the EU (EEA) and UK").

The personal information we have collected from you will be shared with fraud prevention agencies, who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found at www.cifas.org.uk/FPN.

Your rights

You have specific rights over your personal data, as explained below. These may not apply in all circumstances - we will let you know where this is the case.

- Data subject access request
- Rectification of inaccurate personal data
- Erasure of personal data
- Restricting processing of personal data
- Right of portability
- Object to the processing of your personal data
- Right not to be subject to automated decision-making
- Right to withdraw consent.

You can exercise your rights by contacting us on 0345 08 08 500, in writing using the contact details given at the top of this document, or by visiting one of our stores.

We will respond to your request within one calendar month need to confirm your identity before processing your request. If you can't give us satisfactory proof of your identity, we have the right to refuse your request. We also have the right to reject requests that are manifestly unfounded or excessive.

Fraud Prevention Agencies

If you give false or inaccurate information and fraud is identified or suspected, details may be passed to fraud prevention agencies and/or CRAs to prevent fraud and money laundering. Law enforcement agencies may access and use this information.

You authorise Metro Bank to disclose details of your account(s) to your pension provider as named on the application form, or their successors in title.

Pension Scheme Account Mandate for adding trustees (continued)

6. SIGNATORIES

Please sign in accordance with existing mandate.

Professional Trustee/s

Print Name

Georgina Martin

Signature

Georgina Martin

Position

ADMINISTRATOR

Print Name

Signature

Position

Member Trustee/s

Print Name

ANDREW GREENHALGH

Signature

AG

Position

SCHEME TRUSTEE

Print Name

RACHEL HALL

Signature

RH

Position

SCHEME TRUSTEE

Print Name

Signature

Position

Print Name

Signature

Position