

Data protection policy

Universities Superannuation Scheme Limited (USS) needs to collect and use personal data in order to administer the pension scheme effectively and to meet institution and member requirements. This includes personal data for members (including active members, deferred members, pensioners and beneficiaries), USS employees, suppliers and others with whom USS conducts business.

Any personal data that USS collects, records or uses in any way whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure that USS complies with the Data Protection Act 1998 (Act). USS fully endorses and adheres to the eight principles of Data Protection as set out in the Act which require that personal data:

- 1 shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- 2 shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
- 3 shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- 4 shall be accurate and, where necessary, kept up to date;
- 5 shall not be kept for longer than is necessary for the specified purpose(s);
- 6 shall be processed in accordance with the rights of data subjects under the Act;
- 7 should be subject to appropriate technical and organisational measures to prevent the unauthorised or unlawful processing of personal data, or the accidental loss, destruction, or damage to personal data; and
- 8 shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

USS will, through appropriate management and strict application of criteria and controls:

- observe fully conditions regarding the fair collection and use of personal data;
- meet its legal obligations to specify the purposes for which information is used;
- collect and process appropriate information only to the extent that it is needed to fulfil our operational needs or to comply with any legal requirements;
- ensure the quality of information used;
- ensure that data is only disclosed to a third party if it is lawful to do so and that they comply with their responsibilities under the data protection act;
- ensure that the information is held for no longer than is necessary;
- ensure that the rights of people about whom information is held can be fully exercised under the Act;
- take appropriate security measures to safeguard personal data; and
- ensure that personal data is not transferred abroad without suitable safeguards.

USS's purpose for holding personal data and a general description of the categories of people and organisations to which we may disclose it are listed in the Data Protection register. You may inspect this at <http://www.ico.gov.uk> or obtain a copy from the Information Commissioner's Office (USS's registration number is Z5491571).

Under the Act you have the right to see the data that USS holds about you. If you want to see a copy of the personal data USS holds about you please complete the form in the 'Request for personal data' section in the 'Forms' area on the USS website. We aim to comply for requests for access to personal data as quickly as possible. We will ensure that we deal with requests within 40 days of receipt unless there is a good reason for the delay. Please note that there is a £10 administration charge for requesting a printout of personal data.