

# Alternative contact form



The Trustee of the ICI Pension Fund is keen to ensure that members remain in contact with the Fund's administrators, Willis Towers Watson. Occasionally the Trustee has lost touch with some of its pensioner members and these are often our most vulnerable pensioners who have limited interaction with the outside world, such as the very elderly or infirm.

We have a number of members whom as a last resort we have suspended paying because, despite all efforts to trace them, we have not re-established contact. We want to reduce the number of people we lose touch with in the future and so the Trustee is asking pensioner members to provide alternative contact details of someone that you trust who we could contact if we are having difficulty in getting a response from you.

**Please complete the box below with details of your Alternative Contact:**

**If you cannot reach me, please get in touch with:**

Full name:	<input type="text"/>		
Relationship to you:	<input type="text"/>		
Home telephone number:	<input type="text"/>	Mobile number:	<input type="text"/>
Email address:	<input type="text"/>		
Home address:	<input type="text"/>		

We will not take instructions from your Alternative Contact or give them any information about you or your pension. We will only contact them if, despite our best efforts, we have been unable to contact you and your pension is at risk of being suspended, and then we will simply ask them to ask you to get in contact with Willis Towers Watson.

Please turn over to complete this alternative contact form.

## MEMBER DECLARATION

I confirm that I have notified my Alternative Contact of the purpose of this form and my Alternative Contact has agreed to me providing their personal details to the ICI Pension Fund for the sole purpose of the Fund's administrators, Willis Towers Watson trying to contact me. This Form overrides any previous version I have completed regarding this Fund.

Signed:	<input type="text"/>	Date:	<input type="text"/>
Full name:	<input type="text"/>		
Home address:	<input type="text"/>		
Email address:	<input type="text"/>		
Telephone number:	<input type="text"/>	Mobile number:	<input type="text"/>
NI number:	<input type="text"/>	Reference number*:	<input type="text"/>

\*Your reference number is the seven digit number on the top left hand side of your payslip. It is also shown on your P60.

**Please return completed form to: ICI Pensions Services, PO Box 545, Redhill, Surrey RH1 1YX**

## DATA PROTECTION

The Trustee (ICI Pensions Trustee Limited), whose registered office is at 5th Floor, 36-38 Botolph Lane, London EC3R 8DE, is the "data controller" in respect of personal data processing for the administration of the Fund.

In processing your personal data, the Trustee may:

- process your sensitive personal data such as information regarding your health records;
- pass on personal data to third parties which may include the Fund's sponsoring employer, professional advisers, administrator, insurance companies, counterparties to Fund investments, as may be necessary or desirable for the operation of the Fund; and
- retain your personal data for legitimate business reasons or to comply with applicable laws.

In the event that your personal data is sent outside the EEA, the Trustee will still process your personal data in accordance with the applicable data protection laws, and will take reasonable steps to ensure that your personal data is handled securely and in accordance with the data protection policy at [www.icipensionfund.org.uk](http://www.icipensionfund.org.uk).

In certain circumstances, your personal data may be passed to service providers who act as data controllers.

You can find out more about how the Trustee uses your personal data and your rights with respect to that personal data in our data protection policy at [www.icipensionfund.org.uk](http://www.icipensionfund.org.uk).