

Change of personal details form



PENSION
FUND

Use this form to let us know if any of your personal details have changed, allowing the Trustee to manage your pension effectively.



Please use BLOCK CAPITAL letters

YOUR PERSONAL DETAILS

Please provide your personal details that are currently held in the Fund, so we can locate your membership data.

Member name:	<input type="text"/>		
Pension/payroll reference no:	<input type="text"/>	National insurance number:	<input type="text"/>

CHANGES TO YOUR PERSONAL DETAILS

Tick the personal details that you would like to change and complete your new details.

To process a change to your name and/or marital status, we require relevant official documentation supporting the change. As appropriate, please send us your original marriage certificate, decree absolute or deed poll documentation – these will be returned to you by special delivery.

Personal details	Tick if changed	New details
Title:	<input type="checkbox"/>	<input type="text"/>
Forename:	<input type="checkbox"/>	<input type="text"/>
Surname:	<input type="checkbox"/>	<input type="text"/>
Marital status:	<input type="checkbox"/>	<input type="text"/>
Home phone no:	<input type="checkbox"/>	<input type="text"/>
Mobile phone no:	<input type="checkbox"/>	<input type="text"/>
Address:	<input type="checkbox"/>	<input type="text"/>
Email address:	<input type="checkbox"/>	<input type="text"/>

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.

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.

YOUR SIGNATURE AND DECLARATION

I declare that the information I have provided in this form is true and correct. Please amend my details to reflect the changes above.

Signed:

Date:

Please return your completed form to us at:

Email: ici@willistowerswatson.com

Post: ICIPF, PO Box 545, Redhill, Surrey RH1 1YX