

# Channel 4 Television Staff Pension Plan

## Privacy notice

### 1 Introduction

We are the Trustees (“**we, us, our**”) of the Channel Four Television Staff Pension Plan (“**Plan**”). To make sure you receive your pension and to administer the Plan, we need to collect, use and share your information as well as the information of your dependents and nominated beneficiaries.

We have contracted Hymans Robertson LLP (“**Hymans**”) to undertake the administration of the Plan on our behalf.

The Trustees and Hymans are committed to protecting your privacy and acting in accordance with data protection law and operate a strict policy in respect of your personal information.

This Privacy Notice (“**Notice**”) explains what information we collect about you, how we use it, who we share it with and how long we retain it.

We have also provided important information regarding your rights in respect of the information we collect about you and how to contact us.

This Notice was last updated in July 2025. We will update it again when necessary to reflect changes in our practices or the law.

### 2 Information we collect

As you would expect, we obtain most of your information either from you or Channel 4.

In addition, where necessary for the administration of the scheme we collect personal information from tracing agents, former employers, other pension schemes, insurers, our service providers and medical advisers.

The table below contains more details regarding the information we collect and process about you.

Category	Details	Source
Personal information	<ul style="list-style-type: none"><li>Name</li><li>Gender</li><li>Date of birth</li><li>National insurance number</li></ul>	You / Channel 4
Contact information	<ul style="list-style-type: none"><li>Home address (including country of residence and postcode)</li><li>Telephone number</li><li>Email address</li></ul>	You / Channel 4 / Tracing agents
Professional information	<ul style="list-style-type: none"><li>Employer</li><li>Department</li></ul>	You / Channel 4

	<ul style="list-style-type: none"> <li>• Role</li> <li>• Retirement date</li> </ul>	
Bank information	<ul style="list-style-type: none"> <li>• Account details</li> <li>• Financial information</li> </ul>	You
Benefits information	<ul style="list-style-type: none"> <li>• Member identifying number</li> <li>• Plan joining and leaving dates</li> <li>• Contributions</li> <li>• Your earnings and pensionable earnings</li> <li>• Plan category</li> <li>• Value of contributions and benefits that you receive</li> <li>• Tax protections and other adjustments</li> <li>• Any relevant matters affecting your benefits such as additional voluntary contributions</li> </ul>	You / Us
Correspondence (including complaints)	<ul style="list-style-type: none"> <li>• Letters and emails from you, us or Hymans</li> <li>• Records of other communications</li> </ul>	You / Us / Hymans
Account information	<ul style="list-style-type: none"> <li>• Password</li> <li>• Username</li> </ul>	You

## 2.1 Special Category and Criminal History Data

Special categories of personal information are more sensitive and require a higher level of protection than standard personal information. We collect a small amount of special categories of personal information to enable us to pay benefits and administer the Plan.

The table below sets out the special categories of personal information we routinely collect about you.

Category	Details	Source
Relationship information	<ul style="list-style-type: none"> <li>• Marital status</li> <li>• Relationship of beneficiary (if you nominate your partner as a</li> </ul>	You

	<p>beneficiary, it may disclose your sexual orientation)</p> <ul style="list-style-type: none"> <li>• Marriage and birth certificates</li> <li>• Pension sharing orders (including divorce and dissolution certificates)</li> </ul>	
Health information	<ul style="list-style-type: none"> <li>• Information about ill health causing earlier retirement</li> <li>• Outcomes of ill-health reviews</li> <li>• Incapacity or similar</li> </ul>	You / medical professionals

### *Biometric identification*

Hymans uses biometric identification to control access to your benefits and prevent fraud. Hymans is the controller of any biometric and other personal data processed for the purposes of biometric identification.

If you do not want to use biometric identification, Hymans will provide you with an alternative method to verify your identity.

For information about how Hymans uses personal data for the purposes of biometric identification and your associated data protection rights, please consult Hymans' privacy notice – [www.hymans.co.uk/scheme-member-privacy-notice](http://www.hymans.co.uk/scheme-member-privacy-notice).

## 2.2 Beneficiaries

We need to collect information about your dependents and other potential beneficiaries to enable us to make payments to them.

The table below sets out the information relating to beneficiaries we collect.

Category	Details	Source
Beneficiary information	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Contact information</li> <li>• Beneficiary status and entitlement</li> <li>• Bank information</li> </ul>	You

Please be aware that before you share their personal information with us, you **must** provide your beneficiaries, dependants and next of kin with this Notice.

### 3 How we use your information

We mainly use your information to provide and administer your pension benefits and as otherwise necessary for the wider administration of the Plan.

We also use your information to fulfil our legal obligations and exercise our legal rights in relation to the Plan.

#### *Lawful basis*

We must identify a lawful basis for our use of your information. Our main lawful basis for administering and providing benefits to you are the legitimate interests in you receiving your benefits and the successful operation of the Plan. We also rely on our legal obligations as pensions trustees. We are under a legal duty to manage the Plan on behalf of its members and beneficiaries.

Our main lawful basis for using your information for the wider administration and development of the Plan are the legitimate interests we have in the ongoing success and stability of the Plan. We also rely on our legal obligations as pension trustees.

We will only use your information for the purposes of a legitimate interest when there is no unfair impact on you.

#### *Special category*

Where we use your special category information, we must identify an additional condition. This condition will generally be your consent.

However, we will also use your special category information:

- In the field of social security and social protection law.
- For a substantial public interest.
- For exercising or defending legal claims.
- Where you manifestly made the information public.

The table below sets out in more detail how we use your information and our lawful bases.

<b>Purpose / activity</b>	<b>Information we use</b>	<b>Lawful basis / condition</b>
Record your contributions, track entitlements and pay benefits	<ul style="list-style-type: none"><li>• Personal information</li><li>• Contact information</li><li>• Professional information</li><li>• Bank information</li><li>• Benefits information</li><li>• Correspondence</li></ul>	<ul style="list-style-type: none"><li>• Legitimate interests</li><li>• Legal obligations</li><li>• Consent</li></ul>

	<ul style="list-style-type: none"> <li>• Relationship information</li> <li>• Health information</li> </ul>	<ul style="list-style-type: none"> <li>• Consent</li> <li>• Substantial public interest in making a determination in connection with the Plan</li> <li>• Social security and social protection law</li> </ul>
Make payments to your beneficiaries and confirm their entitlement to benefits	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Professional information</li> <li>• Benefits information</li> <li>• Beneficiary information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> <li>• Legal obligations</li> <li>• Consent</li> </ul>
	<ul style="list-style-type: none"> <li>• Relationship information</li> <li>• Health information</li> </ul>	<ul style="list-style-type: none"> <li>• Consent</li> <li>• Substantial public interest in making a determination in connection with the Plan</li> <li>• Social security and social protection law</li> </ul>
Handling requests for transfers to other pension schemes and allocation of death benefits	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Benefits information</li> <li>• Correspondence</li> <li>• Beneficiary information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> <li>• Legal obligations</li> <li>• Consent</li> </ul>
Actuarial valuations	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Professional information</li> <li>• Benefits information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> <li>• Legal obligations</li> </ul>
Audits and statistical and reference exercises	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Professional information</li> <li>• Benefits information</li> <li>• Beneficiary information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> <li>• Legal obligations</li> <li>• Consent</li> </ul>
	<ul style="list-style-type: none"> <li>• Relationship information</li> <li>• Health information</li> </ul>	<ul style="list-style-type: none"> <li>• Consent</li> </ul>

Member tracing and mortality screening	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Beneficiary information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> <li>• Legal obligations</li> <li>• Consent</li> </ul>
	<ul style="list-style-type: none"> <li>• Relationship information</li> </ul>	<ul style="list-style-type: none"> <li>• Consent</li> </ul>
Communicating with you and your beneficiaries	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Benefits information</li> <li>• Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> <li>• Legal obligations</li> <li>• Consent</li> </ul>
	<ul style="list-style-type: none"> <li>• Relationship information</li> <li>• Health information</li> </ul>	<ul style="list-style-type: none"> <li>• Consent</li> </ul>
Liability management (including obtaining insurance, longevity modelling and hedging, scheme mergers, bulk transfers, pension increase exchanges, transfer value exercises, bulk annuity transactions)	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Professional information</li> <li>• Benefits information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> <li>• Legal obligations</li> </ul>
	<ul style="list-style-type: none"> <li>• Relationship information</li> <li>• Health information</li> </ul>	<ul style="list-style-type: none"> <li>• Social security and social protection law</li> </ul>
Develop and improve the Plan's systems	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Benefits information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> </ul>
Conducting trustee elections	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> </ul>

Preventing, detecting and investigating fraud and other crime	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> <li>• Legal obligations</li> </ul>
	<ul style="list-style-type: none"> <li>• Relationship information</li> <li>• Health information</li> </ul>	<ul style="list-style-type: none"> <li>• Substantial public interest in preventing and detecting crime</li> <li>• Substantial public interest in preventing fraud</li> </ul>
Regulatory and compliance obligations	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> <li>• Legal obligations</li> </ul>
	<ul style="list-style-type: none"> <li>• Relationship information</li> <li>• Health information</li> </ul>	<ul style="list-style-type: none"> <li>• Substantial public interest</li> </ul>
Handling complaints	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Benefits information</li> <li>• Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> </ul>
Bringing and defending legal claims	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> </ul>
	<ul style="list-style-type: none"> <li>• Relationship information</li> <li>• Health information</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment, exercise or defence of legal claims</li> </ul>

Management of internal systems processes and technology  (including testing and upgrading of systems, as well as learning about other processes we can use to improve the administration of the Plan)	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Benefits information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> </ul>
Access to your account	<ul style="list-style-type: none"> <li>• Account information</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interests</li> </ul>

Please note that where the personal data we collect from you is needed to meet our legal or regulatory obligations or to pay benefits to you or your nominated beneficiaries, if we cannot collect this personal data we may be unable to pay you or your beneficiaries.

#### 4 Information we share

To provide your benefits and administer the Plan, we share your information with Channel 4, Hymans and a number of external service providers and third parties. We have agreements in place with Channel 4, Hymans and the other service providers governing the use of your information.

In addition to sharing your information for the purposes of providing your benefits and administering the Plan, we also share your information with official authorities, such as the Pensions Regulator and the Pensions Ombudsman.

We will also share your information with third parties where necessary for the restructuring or reorganisation of the Plan.

Further information about the information we routinely share with service providers and third parties is included in the table below. If we share your information with other third parties, we will provide you with further notice where appropriate.

Service provider / third party	Purpose	Information shared
<ul style="list-style-type: none"> <li>• Hymans</li> </ul>	<ul style="list-style-type: none"> <li>• Plan administration</li> <li>• Verification services</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> <li>• Relationship information</li> </ul>

		<ul style="list-style-type: none"> <li>• Health information</li> </ul>
	<ul style="list-style-type: none"> <li>• Actuarial services</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Professional information</li> <li>• Benefits information</li> <li>• Beneficiary information</li> <li>• Relationship information</li> <li>• Health information</li> </ul>
	<ul style="list-style-type: none"> <li>• Printing services</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> <li>• Relationship information</li> <li>• Health information</li> </ul>
	<ul style="list-style-type: none"> <li>• Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Benefits information</li> </ul>
	<ul style="list-style-type: none"> <li>• Payroll</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> </ul>
	<ul style="list-style-type: none"> <li>• Data and records management</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> </ul>

		<ul style="list-style-type: none"> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> <li>• Account information</li> <li>• Relationship information</li> <li>• Health information</li> </ul>
	<ul style="list-style-type: none"> <li>• Preventing and detecting fraud and other crime</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> <li>• Relationship information</li> <li>• Health information</li> </ul>
<ul style="list-style-type: none"> <li>• Hymans / Like Minds</li> </ul>	<ul style="list-style-type: none"> <li>• Communication services</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li>   <li>• Relationship information</li> <li>• Health information</li> </ul>
<ul style="list-style-type: none"> <li>• Channel 4</li> </ul>	<ul style="list-style-type: none"> <li>• Plan administration</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> </ul>

		<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Relationship information</li> <li>• Health information</li> </ul>
	<ul style="list-style-type: none"> <li>• Audit purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> <li>• Relationship information</li> <li>• Health information</li> </ul>
	<ul style="list-style-type: none"> <li>• Corporate transactions initiated by Channel 4</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Benefits information</li> </ul>
	<ul style="list-style-type: none"> <li>• To allow you to flex your benefits including your pensions options</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Benefits information</li> </ul>
<ul style="list-style-type: none"> <li>• Beneficiaries</li> </ul>	<ul style="list-style-type: none"> <li>• Beneficiary payments</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Beneficiary information</li> </ul>
<ul style="list-style-type: none"> <li>• Crowe</li> </ul>	<ul style="list-style-type: none"> <li>• Auditors</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Professional information</li> <li>• Benefits information</li> <li>• Beneficiary information</li> <li>• Relationship information</li> <li>• Health information</li> </ul>
<ul style="list-style-type: none"> <li>• Financial advisers (if you have opted to receive financial advice)</li> </ul>	<ul style="list-style-type: none"> <li>• Financial services</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Benefits information</li> </ul>

		<ul style="list-style-type: none"> <li>• Beneficiary information</li> <li>• Relationship information</li> <li>• Health information</li> </ul>
<ul style="list-style-type: none"> <li>• Other pension plans</li> </ul>	<ul style="list-style-type: none"> <li>• Pension transfers and services</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Professional information</li> <li>• Benefits information</li> </ul>
<ul style="list-style-type: none"> <li>• Insurers</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance and reinsurance services</li> <li>• Financial advice</li> <li>• Performance of buy-in contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Benefits information</li> </ul>
<ul style="list-style-type: none"> <li>• Hymans / Target</li> </ul>	<ul style="list-style-type: none"> <li>• Locating you where your contact details are not up to date</li> <li>• Confirmation of your continuing entitlement to benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> </ul>
<ul style="list-style-type: none"> <li>• Microsoft</li> </ul>	<ul style="list-style-type: none"> <li>• IT systems and support</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> <li>• Account information</li> <li>• Relationship information</li> <li>• Health information</li> </ul>
<ul style="list-style-type: none"> <li>• Linklaters LLP</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advisers</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> </ul>

		<ul style="list-style-type: none"> <li>• Relationship information</li> <li>• Health information</li> </ul>
<ul style="list-style-type: none"> <li>• HM Revenue &amp; Customs</li> <li>• Pensions Regulator</li> <li>• Pensions Ombudsman</li> <li>• Department for Work and Pensions</li> <li>• Courts</li> <li>• Money and Pensions Service</li> <li>• Other public authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory and compliance</li> <li>• Tax</li> <li>• Conduct of complaints or legal claims</li> </ul>	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Contact information</li> <li>• Professional information</li> <li>• Bank information</li> <li>• Benefits information</li> <li>• Correspondence</li> <li>• Relationship information</li> <li>• Health information</li> </ul>

## 5 International transfers

Our auditors, Crowe, and some of our other service providers are based outside the UK. Where those service providers are based in a country not recognised as providing an adequate level of data protection, we will put in place contractual safeguards to protect your information.

Additionally, if you are based outside the UK, we will transfer your information outside of the UK where necessary to:

- Pay you or beneficiaries' benefits.
- Trace you or your beneficiaries.
- Transfer information to another pension provider at your request.

You can request further information about our international transfers and the contractual safeguards we implement using the contact details below.

## 6 Retention of your information

We keep your information for the period needed to provide your benefits or meet the wider legal and operational requirements of the Plan. This will routinely mean retaining your information for the rest of your life.

We will only keep your information for longer periods where necessary to meet our regulatory or legal obligations.

## 7 Your rights

You have the right to:

- **Access** your information
- **Object** to the use of your information

- **Erasure** of your information
- **Portability** of your information to other organisations
- **Correct and update** your information if it is inaccurate
- **Restrict** our use of your information while any concerns you raise are resolved
- **Complain** to your supervisory authority
- **Withdraw** your consent

Please be aware that these rights are not absolute and there are situations where they cannot be exercised or they are not relevant.

If you have any concerns about our use of your information, you also have the right to make a complaint to the Information Commissioner's Office, which regulates and supervises the use of personal data in the UK, via their helpline on 0303 123 1113. Details for the office of the Information Commissioner in the UK are available at [www.ico.org.uk](http://www.ico.org.uk).

If you are not based in the UK, you may have a right to complain to the data protection authority in your jurisdiction. If you are unsure who your data protection authority is, please contact using the details below.

## **8 Contact**

To contact us about the matters set out above, please contact us:

By email: [channel4@hymans.co.uk](mailto:channel4@hymans.co.uk)

By phone: 0121 210 4340

Or by registered post:

Channel 4 Pensions  
C/O Hymans Robertson LLP  
PO Box 27169  
Glasgow  
G2 9NE

Remember you can let us know if you move house or if any of your personal circumstances change so that you keep in touch with your Channel 4 pension.