**Electricity Pensions Trustee Limited, as Trustee of the Electricity Supply Pension Scheme**

**Privacy Notice for Virtual Annual General Meeting 2021**

**Dated: August 2021**

The Trustee (the "**Trustee**", "**we**", "**our**", "**us**") of the Electricity Supply Pension Scheme (the "**Scheme**"), respects your right to privacy. This Privacy Notice explains how we will collect, share and use your personal information, and how you can exercise your privacy rights, in connection with your registration for/attendance at the virtual Annual General Meeting for the Scheme in 2021 (the "**Meeting**"), which will be hosted via the GoToWebinar platform.

If you have any questions or concerns about our use of your personal information, then please contact us using the contact details provided at the bottom of this Privacy Notice.

**What personal information will the Trustees collect and why?**

The personal information that we or our service providers may collect about you broadly falls into the following categories:

* *Information that you provide voluntarily*

In order to register for the Meeting, we will ask you to provide your first and last names; your email address; the Group of ESPS that you are a member of; and if you wish to provide it, your ESPS employer company; and job title. For your employer company, this means your last ESPS employer for pensioners and deferred pensioners and your partner's last employer for spouse pensioners We will use your personal data for the purposes of registering you to attend the Meeting; to facilitate your virtual attendance and your interaction with other attendees; to address any follow up queries arising from the Meeting; and to send out any relevant documentation ahead of or following the Meeting. The Trustee may also use this information, in combination with the information collected automatically by the GoToWebinar platform (see below), for its own internal analytics regarding attendance at the Meeting.

* *Information that the GoToWebinar platform collects automatically*

When you register for the Meeting, the GoToWebinar platform may collect certain information automatically from your device. In some countries, including countries in the European Economic Area, this information may be considered personal information under applicable data protection laws.

Specifically, the information collected automatically may include information like your IP address, device type, unique device identification numbers, browser-type, broad geographic location (e.g., country or city-level location) and other technical information.

Collecting this information enables **LogMeIn Technologies UK Limited**, as operator of the GoToWebinar platform, to operate and improve its service and to provide analytics services to the Trustees, as indicated above. Some of this information may be collected using cookies and similar tracking technology, as explained further under the heading “Cookies and similar tracking technology” below.

**Who do the Trustees share my personal information with?**

We may disclose your personal information to the following categories of recipients:

* to **the Scheme administrator and our third party services providers** who provide data processing services to us (for example, our lawyers, **Fieldfisher LLP**, who will facilitate the Meeting on our behalf via their arrangements with **LogMeIn Technologies UK Limited,** which provides the GoToWebinar platform) and who will process personal information, as a processor on our behalf for purposes that are described in this Privacy Notice, or notified to you when we collect your personal information;
* to any **competent law enforcement body, regulatory, government agency, court or other third party** where we believe disclosure is necessary (1) as a matter of applicable law or regulation, (2) to exercise, establish or defend our legal rights, or (3) to protect your vital interests or those of any other person.

**Legal basis for processing personal information**

Our legal basis for collecting and using the personal information described above will be legitimate interests including the effective administration of the Meeting, which we have decided should not take place physically due to COVID-19 considerations.

If you have questions about, or need further information concerning the legal basis on which we collect and use your personal information, please contact us using the contact details provided under the “How to contact us” heading below.

**Cookies and similar tracking technology**

LogMeIn Technologies UK Limited, via the GoToWebinar platform, uses cookies and similar tracking technology (collectively, “**Cookies**”) to collect and use personal information about you when you register for the Meeting. For further information about the types of Cookies used, why, and how you can control Cookies, please see heading "[Analytics, Cookies and other website technologies](https://www.logmeininc.com/legal/privacy/international#analytics)" in the Privacy Policy for the LogMeIn group of companies.

**How do the Trustees keep my personal information secure?**

We use appropriate technical and organisational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information. We also require our third party service providers to process your data with appropriate technical and organisational measures.

**International data transfers**

Your personal information may be transferred to, and processed in, countries other than the country in which you are resident. These countries may have data protection laws that are different to the laws of your country.

Specifically, the LogMeIn group of companies is headquartered in the US. This means that your personal data may be processed there. For further information, please see the [Privacy Notice](https://www.logmeininc.com/legal/privacy/international) of the LogMeIn group of companies.

**Data retention**

We will retain personal information collected in connection with your registration and attendance at the AGM for 2 years in case (or longer where we have an ongoing legitimate business need to do so, for example, in connection with the administration the Scheme).

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible, for example, because your personal information has been stored in backup archives, then we will securely store your personal information and isolate it from any further processing until deletion is possible.

**Your data protection rights**

You have the following data protection rights:

* If you wish to **access, correct, update or request deletion** of your personal information, you can do so at any time by contacting us using the contact details provided under the “How to contact us” heading below.
* In addition, you can **object to processing** of your personal information or ask us to **restrict processing** of your personal information. Again, you can exercise these rights by contacting us using the contact details provided under the “How to contact us” heading below.
* You have the right to **opt-out of marketing communications** we send you at any time. You can exercise this right by clicking on the “unsubscribe” or “opt-out” link in the marketing e-mails we send you. To opt-out of other forms of marketing (such as postal marketing or telemarketing), then please contact us using the contact details provided under the “How to contact us” heading below.
* Similarly, if we have collected and process your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
* You have the **right to complain to a data protection authority** about our collection and use of your personal information. For more information, please contact the UK's [Information Commissioner's Office](https://ico.org.uk/).

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

**How to contact us**

If you have any questions or concerns about our use of your personal information, please contact us using the following details: Paul.Wallis@capita.com

The data controller of your personal information is Electricity Pensions Trustee Limited, ICO Registration number: Z7534192.