

GENERAL DATA PROTECTION REGULATION (GDPR) AND YOUR PERSONAL DATA

Quest Capital Trustees Ltd (“Quest”)

At Quest we take your privacy extremely seriously, we want you to know what we do with your personal data that you and, sometimes, others provide to us. We want you to know why we seek this information and why we hold same.

From the 25th May 2018 GDPR came in to force, and together with applicable Irish data protection law, amends existing data protection laws. GDPR places greater responsibility and accountability on Quest and also gives you greater control over your personal data.

Please read this document carefully, if you have any questions please contact David Kavanagh, Quest’s Data Protection Officer at info@qct.ie or at 01 6613170.

What information we collect about you

Typically we collect the following information about you

- Name
- Address verification
- Identification verification
- Date of birth
- Marital status
- Spouse or civil partner details
- Salary details
- Employer details
- Email address
- Phone number
- Other pension benefits
- Other personal information such as, but not necessarily limited to;
 - Financial details / Financial circumstances
 - Dependants details
- Bank account details

Occasionally we may hold information about you even though you are not a client of Quest, e.g. you may be a beneficiary of a pension scheme, a personal representative of a deceased pension scheme client or a potential customer applying/enquiring about one of our products or services.

How we obtain your information

We obtain your information from one or more of the following sources;

- (i) Application form
- (ii) Your financial advisor
- (iii) Your accountant
- (iv) You personally
- (v) Other sources

How and why we use your information

- (i) To enable Quest to perform its services and duties we must obtain, retain certain and share, (where applicable), personal information from you. Without such personal information we may not be able to perform our services.

Recipient	Examples of potential Data to be provided
The Revenue Commissioners	Member details / investment details / scheme accounts
The Pensions Authority	Member details / trustee information / scheme values
The Department of Employment Affairs and Social Protection	Member details / address verification / pps number
Your investment advisor / investment broker	Investment product details / contributions / scheme accounts
Investment Providers	Investment application form completion / identification completion
Banks	Bank account mandate completion / identification completion
Solicitors	Marital / Relationship breakdown & Pension Adjustment Orders
Payroll Outsourcing	ARF and AMRF distributions
Executors of your Estate	Pension / ARF details in the event of your death
Department of Justice	Information required in the event of an Anti-Money Laundering Audit
Quest Capital Holdings Ltd	Providing you with additional information relating to the services of the Quest Capital group of companies
Employers	Details of pension benefits
Other Providers	In the event you leave Quest

Note:

The above is not an exhaustive list

You must explicitly consent to allow Quest obtain, retain and share, where applicable, this personal information.

How long we hold your information

We will hold personal data for as long as you remain a client of Quest and for as long as is legally required of us.

What happens if you do not provide the information required

If you do not provide the information Quest requires, we may not be able to

- Provide our products or services to you
- Continue to provide products or services to you

Your right to access / amend / of have your information deleted

GDPR gives you certain rights in relation to how we use your information, including the right to;

- Find out how we use your information
- Access your information
- Receive copies of your information
- Have inaccurate / incomplete information corrected and updated
- Object to a particular use of your information for our business purposes or marketing purposes
- In certain circumstances
 - have your personal information deleted or Quest's use of your data restricted
 - a right not to be subject to solely automated decisions and if we made such automated decisions a right to have a person review that decision
- Exercise the right of data portability, i.e. obtain a transferrable copy of your information Quest holds to another provider
- To withdraw consent at any time where information processing is based on consent

If you wish to exercise any of your data right you can contact us at info@qct.ie, 01 661 3170 or in writing to Quest Capital Trustees Ltd, 1B Elm House, Millennium Park, Naas, Co Kildare.

If we cannot deal with your request within a month (due to complexity or number of requests) we may extend the period to reply to you by an additional 2 calendar months.

You have a right to complain to the Data Protection Commissioner at + 353 (0) 761 104 800 or local 1890 252 231 or by email at info@dataprotection.ie or in writing to Data Protection Commissioner, Station Road, Portarlington, Co Laois R32 AP23.

Consent

You must explicitly consent to the above, failure to provide the information requested and execute the consent required means Quest may not be able to

- Provide our products or services to you
- Continue to provide products or services to you

CLIENT CONSENT

I consent to Quest Capital Trustees Ltd ("Quest"), to perform its role as trustee / pensioner trustee / administrator, to request, obtain, retain and share (where applicable) data.

Scheme Member

Sign

Date: .. / .. / ..

Print Name

SPONSORING EMPLOYER CONSENT (FOR A SAPS)

The sponsoring employer consent to Quest Capital Trustees Ltd ("Quest"), to perform its role as trustee / pensioner trustee / administrator, to request, obtain, retain and share (where applicable) data.

Director

Director / Secretary

Print Name

Print Name

Date: .. / .. / ..

Date: .. / .. / ..