

Aries Pension & Insurance Systems Ltd

Privacy Policy

Introduction

Aries Pension & Insurance Systems Ltd (Aries) is a company whose business purpose is:

- a) to provide knowledge systems and other services for businesses which operate in the pensions and insurance sector of UK industry; and
- b) to research new applications for pensions and insurance in the UK.

Aries is owned and controlled by its Director Gary Chamberlin via its parent Aries Knowledge Industries Limited and is not a part of any other business group.

Aries collects and holds personal data in order to maintain business contact with its customers, suppliers, employees and others, including the submission of legal documents, invoices and general correspondence; also for sending out marketing and other information related to its business purpose; and for liaising with customers, suppliers, employees and others by phone where this is appropriate in furtherance of its business purpose. The personal data consists essentially of the name, company, email address, telephone number and job title or function of those concerned. For its employees only, Aries also holds data on address, date of birth, date joined service with Aries, NI number, salary level and pension contributions. Aries has a strict policy of not collecting or holding any personal data beyond that which is reasonably required for the fulfilment of its business purpose.

Aries is the Data Controller of the personal data it collects and holds.

Lawful Basis

Under the GDPR, Aries is required to specify the lawful basis under which it carries out the processing of personal data. The basis chosen, following a formal assessment, was that of "Legitimate Interest". Under this basis, Aries uses personal data only where it has a proper reason to do so in furtherance of its business purpose or in fulfilment of a legal duty. Aries acknowledges that it has a responsibility to protect the interests of those whose personal data it collects and holds: in particular to ensure they suffer no detriment through the use Aries makes of their data.

Gathering Personal Data

Aries collects personal data directly from those concerned or from their business colleagues, by means of face to face meetings, email correspondence, telephone calls and internet meetings. Aries also collects personal data from *Linked In*, but does not use *Facebook* or other such platforms for collecting personal data.

Sharing Personal Data

Aries does not share personal data with any third parties unless with written permission, or unless required to do so by UK law.

Security of Personal Data

Aries holds the personal data in secure computer systems accessible only by the director or by trusted staff members authorised by him.

Sending Personal Data outside the EEA

Aries does not send personal data outside the European Economic Area (EEA) unless to comply with a duty under UK law.

Deletion of Personal Data

Aries will accede quickly to any request it receives from an individual to delete their personal data from the Aries records unless there is a significant business or legal reason for not doing so. Aries will delete personal data from its records where there is no longer a reason for it to be kept in support of the business purpose of Aries. An interval of up to three years may be allowed, in case of any questions or complaints arising in respect of the data, or for a later change of situation in which the data may again become relevant to the Aries business purpose.

Rights of Data Subjects

Aries acknowledges that personal data is protected by legal rights. Data subjects have the right, at any time, to:

- gain access to their personal data as held by Aries
- get their personal data from Aries in a format that can easily be re-used.
- ask Aries to correct their personal data if it is wrong or incomplete.
- object to Aries use of their personal data
- complain about how Aries has used their personal data
- ask Aries to delete their personal data if there is no need for Aries to keep it.

Data subjects can contact Aries for any of the above reasons by emailing gdpr@ariespensions.co.uk or by writing to: The Data Controller, Aries Pension & Insurance Systems Ltd, 99 Hammers Lane, London NW7 4DL. Aries will provide a data subject with their personal data on demand, and will take immediate steps to update it if appropriate or to correct it if it is wrong.

Data subjects also have the right to complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/concerns/>

Updated June 2021