



BP Pension Fund

Data protection complaint form

Please use this form if you want to make a data protection complaint against the BP Pension Fund (the **Fund**).

What's a data protection complaint?

A data protection complaint is one that's about how the Fund has processed your personal data. For example:

- How your personal data is collected, used, stored and shared.
- Data accuracy issues.
- Data breaches.
- How we respond to a subject access request and other data rights.

What if your complaint relates to something else?

Please do not use this form if your complaint is about how the Fund is run or administered (for example, how benefits are calculated or decisions about your pension). These issues should be raised using the Fund's Internal Disputes Resolution Procedure.

How to exercise your data rights

If you want to exercise your data rights, please contact the Fund's administration team at pensions@bp.com.

What happens next

We will acknowledge your complaint within 30 days.

We will consider your complaint and aim to provide a response as soon as reasonably practicable.

If your complaint is complex, or if we need further information from you to fully consider it, we will let you know (or your representative) and explain why additional time is required.

We will keep you informed of progress and, where applicable, confirm when you can expect to receive our response.

Section 1 - Complainant's details (all applicants must complete this section)

Please provide details of who the complaint is in respect of below:

Full name:	
Address:	
Email:	
Fund Membership number: (if applicable)	

Section 2 - Representative

If you represent the individual named in Section 1, please provide your contact details here.

Please also provide evidence that you are authorised to act for them (for example, a power of attorney or a signed letter of authority). We may need to verify identity or authority before sharing personal data.

Full name:	
Relationship to complainant:	
Address:	
Email:	

Please tick the box if you want correspondence, including requests for further information, to be sent to you as the representative. (We will always send a copy of the complaint decision to the complainant.)

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Section 3 - The complaint

This section is to be completed by all applicants.

In the box below, please tell us about the complaint. Please include:

- What happened?
- When did it happen?
- Is it ongoing?
- What personal data was involved?
- Who was the data shared with, if anyone?
- How has this affected you?
- What outcome are you seeking?

Please attach any supporting documents or evidence to substantiate your complaint.
Use an additional page if needed.

Your data

Our privacy notice explains:

- How the Trustee uses personal data.
- Your data rights.
- Who to contact if you want to use those rights, make a complaint or have any questions.

You can find our privacy notice on PensionLine at:

pensionline.bp.com/PrivacyStatement

You can also email the Fund Team at pensions@bp.com for a copy.

Confirmation

Signature:		Date:	
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We will contact you by email.

Please tick if you prefer us to contact you by post:

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