



CHANGE OF *information*

Please use this form to tell us if any of your details have changed or if any of the information we hold about you is incorrect. This will help us keep your ITV DC Plan record up to date and ensure we have the right details to get in touch with you if we need to.

Completing this form

Please complete only the sections that apply in **BLOCK CAPITALS** using **black ink**.

If your name has changed complete sections:

1 5 6

If your status has changed complete sections:

2 5 6

If your address has changed complete sections:

3 5 6

If other personal details are incorrect complete sections:

4 5 6

Apart from changes of address, we'll need proof of changes to your details. There is a 'documents checklist' for each section, where we have provided details of the document(s) that you can provide as evidence. Please tick the relevant box to tell us which document(s) you have included as proof of any changes.

Please insert the address you would like your documents returned to below.

Address

Postcode

If you have any queries or need help completing this form, please call ITV Pensions on **01772 884488**.

1**If your name has changed**

If your name has changed, please complete **both** your previous and new name.

Previous name**AND****New name****Title****Title****Surname****Surname****Forename(s)****Forename(s)**

Please enclose **one** of the following showing your new name:

Marriage certificate**Passport and original birth certificate****Change of name deed****2****If your status has changed**

If your status has changed, please tick the appropriate box below.

I have married/remarried**I have got divorced****I have entered into a civil partnership**

Please enclose **one** of the following documents showing your new status:

Marriage certificate**Divorce decree absolute****Civil partnership certificate**

3

If your address has changed

If your address has changed, please complete **both** your previous and new address.

Previous address

AND

New address

Home address

Home address

Postcode

Postcode

Effective date of new address

4

If other personal details are incorrect

National Insurance number

Date of birth

Please enclose **one** of the following documents:

NHS card

Information from HMRC

Please enclose **one** of the following documents:

Original birth certificate

Passport

Please complete both sections below.

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Contact details

In case we have any queries about the information you have provided, please fill in your contact details below. If we need to contact you quickly, we may email or call you. If we do, we'll ask you some personal details so we know it's you – you can also call us back so you know it's us.

Title

Surname

Forename(s)

National Insurance number

Date of birth

Email address*

Daytime telephone number*

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Your agreement

- I confirm that the details provided on this form are correct and that the documents required are enclosed.
- I understand the Trustees of the ITV DC Plan hold personal data which I've provided to them. They need this to be able to administer my benefits under the DC Plan. The Trustees, who are data controllers for data protection purposes, are required to look after my personal data in line with legal requirements. This means the Trustees are responsible for deciding what personal information needs to be processed and the way in which the information is processed. In processing my personal data, the Trustees may need to pass personal information about me, my dependants and other members and beneficiaries to the DC Plans' administrators, auditors, legal advisers, insurers or other occupational pension schemes and their advisers with a view to securing benefits or making or receiving a transfer of benefits, and the ITV group of companies and such third parties as may be necessary for the purpose of administering DC Plan.

Where to find out more:

Full details of the personal data the Trustees hold, how they use that information and who they share it with are set out in the Trustees' privacy notice. The privacy notice also sets out your rights about the personal data held about you by the Trustees and who to contact if you want to exercise those rights, make a complaint or generally have any questions. The privacy notice is updated from time to time in accordance with future developments in data protection legislation and DC Plan practice. You can see the current version of the privacy notice on **itvdcplan.com/privacy-notice**. If you'd prefer to receive a hard copy of the privacy notice, please call ITV Pensions on **01772 884 488** or email **enquiries@itv-pensions.com**.

You are responsible for keeping the Trustees up-to-date with your personal information, including your marital status, contact and, where necessary, bank details. Without this information, there may be delays in paying benefits to you or your dependants.

Signed

Date

When you have completed this form, please return to **ITV Pensions, 5 Fulwood Park, Caxton Road, Fulwood, Preston PR2 9NZ**. If only your address has changed, you can email a scanned copy of this form to us at: **enquiries@itv-pensions.com**.

Please email a scanned copy of this form and copies of the documentary evidence to **enquiries@itv-pensions.com**. Alternatively, you can send by post to the address above.