FSS PENSION SCHEME

APPLICATION FORM TO SUBMIT A COMPLAINT FOR CONSIDERATION BY THE TRUSTEES UNDER THE INTERNAL DISPUTE RESOLUTION PROCEDURE

Part One - Details of Scheme Member

Full Name	
Address	
Telephone Number	
Date of Birth	
National Insurance No	

Part 2 - Details of Person Making the Complaint

Please refer to the table on page 2 of this document and indicate the category of complainant you fit into i.e. (a) – (k).

Category of Complainant	
Your Full Name	
Your Address	
Telephone Number	
Your Date of Birth	
Relationship to member (if any)	

Part 3 - Details of Representative acting on behalf of complainant (if any)

Full Name	
Address	
Address to be used for correspondence?	Yes/No

Part 4 - Details of the Complaint

A statement of the disagreement together with sufficient details to demonstrate why you are aggrieved must be provided in the space below. (Continue on a separate piece of paper if necessary.)

Part 5 - Declaration

I consent to the Trustee processing my personal data provided by or on behalf of me (or already held by the Trustee) as is necessary for the purpose of recording, considering and responding to my complaint, in particular any sensitive personal data such as information relating to my personal relationships and/or my health where that is considered by the Trustee to be relevant to the complaint.

I agree that the Trustee may share any such relevant sensitive personal data with the Trustee's legal and actuarial advisers, the Scheme's administrators, (where appropriate) the Scheme's sponsoring employer (and its legal advisers), and such other parties as it considers necessary to fulfil the purpose.

I am aware that I have the right to withdraw my consent to the processing of my sensitive personal data at any time by writing to you. However, I acknowledge that the Trustee may consider that it has other lawful grounds for processing that data in any event but that, if it doesn't, this may mean it is not possible for the Trustee to fulfil the purpose referred to above.

I note that I can obtain further information on data protection in general from the ICO at https://ico.org.uk/.

Signed	(by or on behalf of the complainant)	Date	
Name	(in block capitals)		

Please return the completed form to:

Mr C Martin, Chair of the FSS Pension Scheme Trustees
C/O: Hymans Robertson LLP,45 Church Street
Birmingham, B3 2RT.