



Data Protection Policy

1.0 POLICY BRIEF & PURPOSE

TRUSTFUND Pensions Limited (“TRUSTFUND” or “the Company”) is committed to ensuring compliance with emerging data protection regulations in Nigeria and the international community.

This Policy outlines the requirements for collection, processing, storage and deletion of personal data of our Customers and Employees for various purposes pursuant to the provisions of the Nigeria Data Protection Regulation (2019) and globally accepted principles on data protection.

2.0 DEFINITIONS

2.1 In this Policy, the following terms shall have the meanings referenced herein, unless the context requires otherwise:

“Personal Data” means any information relating to an identified or identifiable natural person (‘data subject’) such as a name, address, a photo, an email address, bank details and other unique identifiers.

“Computer” means Information Technology systems and devices, whether networked or not;

“Consent” means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the collection and processing of personal data relating to him or her.

“Data Administrator” means a person or organization that processes data. The Company’s Database Administration staff shall be the Data Administrator under the terms of this Policy.

“Database” means a collection of data organized in a manner that allows for easy access, retrieval, deletion and processing; it includes but is not limited to structured, unstructured, cached and file system databases.

“Data Controller” means the Head Information Technology who jointly with the Executive Management and other staff of the Company determine the purposes for and the way personal data is processed or is to be processed.

“Data Subject” means an identifiable person; one who can be identified directly or indirectly. For the purpose of this Policy, a Data Subject shall be a Retirement Savings Account (RSA) holder under the Pension Reform Act, 2014, or an employee of the Company.

“Data Protection Officer” shall be the Head, Information Technology while the Head, Internal Control & Audit shall undertake oversight functions.

“Personal Data Breach” means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of or access to personal data transmitted, stored or otherwise processed;

“Processing” means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organising, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction

“Regulation” means the Nigeria Data Protection Regulation 2019 .

3.0 **SCOPE**

3.1 This policy shall apply to all the Staff of the Company.

3.0 **GOVERNING PRINCIPLES**

The information collected by the Company includes but is not limited to offline or online data such as names, addresses, employment records, signature, photographs, means of identification (e.g. Bank Verification Number -BVN, National Identification Number-NIN), amongst others.

At all times, Trustfund Pensions shall:

1. Exercise a duty of care in relation to personal data in its possession.
2. Ensure that the collection and processing of personal data is in accordance with specific, legitimate and lawful purpose required by the provisions of the Pension Reform Act 2014 (“the Act”), guidelines issued pursuant to the Act by the National Pension Commission (“PenCom”) and the consent of the Data Subject.
3. Handle personal data with utmost confidentiality and ensure the implementation of organizational and technical measures to safeguard same from unauthorized access, illegal processing or distribution, as well as loss, modification or destruction of any kind.
4. Store personal data only for the period within which it is reasonably required but in any case for a minimum of 10 years.

4.0 LAWFUL PROCESSING

4.1 Processing of personal data collected by the Company with the consent of the Data Subject shall at all times be lawful and the Company shall ensure that processing is:

1. necessary for the performance of a contract to which the Data Subject is party.
2. necessary to enable compliance with a legal obligation.
3. necessary for the performance of a task carried out in the public interest or in the exercise of official public mandate vested in the Company.

5.0 CONSENT

Trustfund Pensions shall process personal information of Data Subjects in accordance with the Act, guidelines issued pursuant thereto by PenCom and in line with the Data protection principles contained in the Nigeria Data Protection Regulation 2019.

6.0 ACCESS OF THIRD PARTIES TO PERSONAL DATA

The Company shall execute Non-Disclosure & Confidentiality Agreements, the terms of which shall not conflict with the Nigeria Data Protection Regulation 2019, with third parties engaged to undertake any project/contract which would expose such a parties to the Company's databank prior to the execution of any contract granting access to the information of Data Subjects.

7.0 DATA SECURITY

7.1 Trustfund Pensions shall develop security measures to:

1. Protect data and systems from hackers;
2. Set up firewalls to protect our ICT infrastructure from malware, pharming, phishing and other security attacks;
3. Store data securely with access to specific authorized individuals;
4. Employ data encryption technologies; and
5. Ensure continuous capacity building for staff in line with the requirements of the Regulation.

8.0 DATA PROTECTION CONTROL

Compliance with this Data Protection Policy shall be reviewed periodically in line with the Regulation and data protection audit requirements. The responsibility for the performance of these controls shall vest in the Board of Directors and such officers of the Company as may be designated by the Board of Directors, from time to time.

9.0 BREACH OF THIS POLICY

A breach of any part of this policy by any staff shall result in such staff being disciplined in accordance with the provisions of the staff handbook

10.0 IMPLEMENTATION

The following key stakeholders shall have the responsibilities outlined below:

A. Board of Directors

1. Review and approve this Policy and any amendments thereto.
2. Conduct an independent audit of the implementation of this Policy.
3. Ensure that resources required for the effective implementation of this Policy are made earmarked.

B. Executive Management

1. Ensure that data protection objectives align with the Company's strategic direction.
2. Ensure that resources earmarked for the effective implementation of this Policy are effectively deployed.

C. Data Protection Officer

The Data Protection Officer shall ensure adherence to this Policy, relevant data privacy instruments and data protection directives of the Company.

11.0 REVIEW

This policy shall be reviewed regularly to ensure that it remains appropriate in the light of any relevant changes to the law, organizational policies or contractual obligations.