

# Changing your hands off completion date

**Please use this form if you want to change your hands off completion date.** Your *hands off* completion date is the date when the *hands off* approach is due to complete and governs when your ITV DC savings start to invest in less risky funds. It's usually the date you want to start drawing your ITV DC savings, but is for investment purposes only; you don't have to start drawing your savings from this date and can change it at any time.

If you'd like to change how your ITV DC savings are invested as well as your *hands off* completion date, you should complete the appropriate *Changing your investments form* instead.

Please complete in BLOCK capitals and return to:

ITV Pensions, 5 Fulwood Park, Caxton Road, Preston PR2 9NZ or email a scanned copy to [enquiries@itv-pensions.com](mailto:enquiries@itv-pensions.com)

## 1 About you

Title

Surname

Forename(s)

Home address

**Postcode**

NI number

Date of birth

## 2 Your hands off completion date

I want the *hands off* option to complete on my  birthday. Please insert a birthday from your 55th to your 75th birthdays

**If you have ITV DC savings invested in more than one of the *hands off* options, the *hands off* completion date you choose will apply to all your savings invested through *hands off*.**

**Please read and sign your agreement on the reverse** ▶

### 3

## Your agreement

I authorise ITV to carry out my instructions as set out in this form. I understand that my instructions will take effect as soon as possible after ITV Pensions has received my completed form.

I understand that the Trustees hold personal data which I've provided to them. They need this to be able to administer my benefit under the ITV DC Plan. The Trustees, who are the data controller 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 that 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 ITV DC Plan's administrators, auditors, legal advisers, insurers, the ITV group of companies and such third parties as may be necessary for the purposes of administering the ITV 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, which is on the ITV DC Plan website at [www.itvDCplan.com](http://www.itvDCplan.com) > *Library*. 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 scheme practice and you can see the current version in the Library section of the ITV DC Plan website. Alternatively, if you'd prefer to receive a hard copy of the privacy notice, please contact ITV Pensions on 01772 884 488 or email [enquiries@itv-pensions.com](mailto:enquiries@itv-pensions.com).

You're 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

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I confirm that the details in this form have been checked and verified.

Signed:

Date:

Name:

Contact number: