

University of South Wales

Group Life Assurance Scheme

We are pleased to provide you with details of the University of South Wales – Professional and Support Services Limited Group Life Assurance Scheme (the Scheme), which was established on 28 April 2021 in conjunction with the Scottish Widows Pension Scheme (the Pension Scheme).

The Scheme is registered with HM Revenue & Customs as a pension scheme, under the Finance Act 2004. The Scheme will be administered by Quantum Advisory, whilst the benefits are currently insured with Aviva Protection UK Limited (Aviva); both of these companies are regulated by the Financial Conduct Authority.

Key details of the Group Life Assurance Scheme are summarised below.

Joining the Scheme

Group Life Assurance cover is immediate and automatic for all employees of Professional Support Services Limited (the Company) who join the Pension Scheme at their first opportunity to do so. To join, employees must be ordinarily working in the UK, and aged at least 16, but not greater than their State Pension Age (SPA).

Eligible employees will join the Scheme on the day they enter the Pension Scheme.

If you are absent from work due to illness or injury on the first day that your cover is due to start, or on the day that an increase in your cover is due to apply, you may not be eligible for that cover, or increased cover until you return to your normal occupation and usual working pattern.

If you become absent from work due to illness or injury after joining, are still employed by the Company and a member of the Pension Scheme, you are still eligible to receive life cover within the Scheme up to your SPA.

If you become absent from work after joining the Company, and this is not due to illness or injury, you can remain covered by the Scheme for a maximum of three consecutive years.

The benefit payable if you die whilst temporarily absent from work will be equal to the benefit you were eligible to receive on the day before you first became absent. However, cover can increase in line with average Company pay awards up to a maximum of 5% per annum (the 5% maximum will be waived where your entitlement to a higher increase is enshrined in law, e.g. an increase in the National Minimum Wage).

Benefits Payable on Death

The benefit payable if you die whilst an eligible member of the Scheme is a lump sum of three times your Scheme salary.

- Scheme salary for permanent & fixed term salaried employees joining the Pension Scheme on or after 6 April 2021 is defined as basic annual pay as at the date of death, plus the average of any fluctuating emoluments accrued in the previous 3 years.
- Scheme salary for hourly paid employees joining the Pension Scheme on or after 6 April 2021 is defined as total earnings, not including dividends, for the 12 months up to the date of death.

Medical Evidence

Although unlikely, it is possible that Aviva will need to medically assess you for Life Assurance cover when you join the Scheme, or should the amount of your cover increase beyond a certain level. You will be advised at the time if this applies to you.

In any event, your membership of the Scheme and the provision of Life Assurance is subject to the availability of insurance and a premium rate that the Company considers reasonable. If Aviva or any replacement insurer refuses to provide insurance for you or the Scheme, your membership of the Scheme and the Life Assurance will cease with immediate effect.

In addition, your Life Assurance cover could be reduced should Aviva or any replacement insurer impose conditions or limitations when assessing your medical health or for other reasons.

In any such circumstances, you will be notified as soon as possible.

Payment of Lump Sum Death Benefits and tax considerations

All lump sum payments under this Scheme are paid under a discretionary trust, meaning that any payments due are usually tax-free and will not form part of your estate. However, if you have a significant amount of registered pension savings, and you have not taken steps to protect this, it is possible that a tax charge will apply, if the total benefits due from all registered pension sources at the time of your death, plus your lump sum assured exceed the prevailing Lump Sum Death Benefit Allowance.

If you have elected to receive, or have previously received a form of Lifetime Allowance protection you must declare this to the HR Department, as there is a risk that this protection could be forfeited by participating in a registered pension arrangement.

You should take separate advice where you have any doubts or concerns in this area.

In the event of a claim, the Trustee decides who receives the lump sum. You can say who you would like the benefit to go to, using the nomination form attached. Completing this form will make it clear who you would like to receive your benefit, but it is important to bear in mind that a completed nomination is a guide to the Trustee only. In the event of your death, the Trustee will investigate your circumstances, and decide upon the settlement of the lump sum benefits due.

An independent Trustee company will complete all Trustee related duties on behalf of the Company.

Ceasing Cover

Cover ceases on the earliest of you:

- Leaving employment,
- Leaving the Pension Scheme,
- Attaining SPA, or
- Being off work for more than three consecutive years, for any reason other than illness or injury.

Other Important Notes

The cost of the Scheme is paid by the Company. We hope to always continue the Scheme, but may change or stop it if we think it is necessary.

The Company will advise a member of any change to their benefits.

You may not use the benefits from this Scheme as security for a loan, or assign them to someone else. If you do, the transaction will have no effect.

Disputes about the Scheme are resolved through an internal procedure. For details about this, please contact the HR Department.

Members and dependants may apply to the Money & Pensions Service if they have questions about their benefits which have not been resolved by the Company or Trustee.

The Money & Pension Service can be contacted by:

- Telephone - 01159 659570, or
- Email - contact@maps.org.uk.

If the Money & Pension Service is unable to help, the Pensions Ombudsman has powers to investigate any complaints and settle disputes relating to the Scheme (unless formal legal proceedings have started). Reference must normally be made within 3 years of the event. The Pensions Ombudsman can be contacted by calling 0800 917 4487 or by emailing: enquiries@pensions-ombudsman.org.uk.

The Company reserves at its absolute discretion the right to make future changes to the Scheme including its cessation. You will be notified in advance of any such changes.

If you have any questions, please contact the HR Department.

Although every effort has been made to ensure the accuracy of this Notice, the Scheme rules prevail in the case of any dispute.

Lump Sum Benefit Nominations

Should you die whilst a member of the Scheme, benefits will become due, and will be paid at the discretion of the Trustee. This means that Trustee will consider your personal circumstances at the time of your death, and decide who should receive the lump sum benefits that are due.

You can help the Trustee with their considerations by completing the Nomination Form and Data Protection Statement overleaf. It is important that your nomination(s) reflect your current personal circumstances.

Once completed, please seal the form in a plain envelope and write LUMP SUM BENEFIT NOMINATION, your name, National Insurance number, and the date you completed the form on the front of the envelope. The envelope will only be opened in the event of your death. The sealed envelope should be passed to the HR Department at the Company for safe-keeping.

If you wish to change your nomination at any time, please request a new form from the HR Department at the Company.

University of South Wales Group Life Assurance Scheme Nomination Form

Enter your details here (BLOCK CAPITALS):

Full Name:

Date of Birth:

National Insurance Number:

Please complete this form and return it in a sealed envelope to the HR Department. This will be kept on your personnel file and will remain unopened unless the payment of a death benefit arises. There is no limit on the number of people, charities or other organisations you can nominate and you can revise your nominations as often as you wish.

To: The Trustee of the University of South Wales Group Life Assurance Scheme

I wish to nominate the following individuals to receive the lump sum benefit, payable under the Scheme, in the proportions indicated:

Full Name of Beneficiary or organisation	Current Address	Relationship to you if applicable	Proportion of benefit (must total 100%)
1.			
2.			
3.			
4.			
5.			
6.			

Should you wish to nominate more than six beneficiaries, please photocopy this form before completing.

I understand that the above represents an indication of my wishes in the event of my death, whilst a member of the Scheme, and this is not binding upon the Trustee.

This nomination cancels all previous nominations that I have made.

Please read the Data Protection Statement overleaf and sign overleaf to confirm your nominations and your consent to the Data Protection Statement.

Data Protection Statement

Please read the following important notes before signing this form.

When completing this form, you will be providing personal information about yourself and your potential beneficiaries to the Company and Trustee.

Your personal information is known as 'personal data' because it is personal information about living individuals. Some of the information that you provide may be classified within one of the 'special categories of personal data' because this information can reveal your relationships with other people, which may relate to your sex life and/or sexual orientation. If you provide any special categories data about yourself and/or others when completing this form, the Company and Trustee will need your explicit consent in order to use that data.

The Company are the 'data controller' of all personal data held in respect of the University of South Wales Group Life Assurance Scheme (the Scheme) and are responsible for meeting the legal requirements of data protection legislation in relation to personal data. The Company (including data processors and data controllers they may use) have a legitimate interest in processing this personal information to ensure proper administration of the Scheme.

All personal information received by the Company or its advisers will be held securely and managed in line with the requirements of data protection legislation. The Company's privacy policy notice can be found via the following link <https://uso.southwales.ac.uk/information-compliance-unit/data-protection/>

The privacy notice explains more about how the Company keeps your personal information safe, who the Company might share this information with, how long information may be held for and your rights relating to your personal data.

You and your listed beneficiaries have the right to withdraw consent to the Company using your personal data and/or special categories personal data specified in this form at any time. If consent is withdrawn, this will not affect the processing of any personal data which took place beforehand. If you wish to exercise your right to withdraw your consent, or if you have any queries about completing this form, please contact the HR Department.

Please inform any people that you mention in this form that you have passed their personal data to the Company, and share with them the details of this Data Protection Statement, so they can contact the Company if they have any concerns about the way that their personal data is being used.

Your Consent

I understand that the information that I am providing includes personal data (possibly including special categories personal data) regarding both myself and others. I understand that this Nomination form may be scanned and held electronically or held in a secure area by the Company. I have informed any people mentioned on this form that their personal data is being provided to the Company and I have shared with them the details in this Data Protection Statement.

I understand that the Company will retain and use the above information for as long as necessary, and may share it with the Company's professional advisers (including administrators, actuaries, auditors, independent Trustees and lawyers as the Company decides) for the purpose of administering my benefits and to deal with any queries that may arise in respect of those benefits or decisions relating to them.

I confirm that I have read and understood the information set out above before completing and signing this form and I give my consent to the Company to use my personal data and/or special categories personal data that I have provided in line with this Data Protection Statement, to the extent that it is required.

Signed: Date: