Rhodia Pension Fund (the Fund)

Email Correspondence Request Form

Please complete this form if you wish Capita to receive/accept communications from you by e-mail.

TO BE COMPLETED BY THE MEMBER

Please return forms to: Rhodia@capita.com or in writing to:
Rhodia Pension Fund, Capita, PO Box 555, Darlington, DL1 9YT

Part A Member Details

Full Name:			
National Insurance Number:		Date of birth:	
Home Address:			
E-mail Address:			

Part B Declaration

IMPORTANT: Please read the following declarations carefully and confirm your acceptance by completing the form:

- I authorise Capita, as data processor for the Fund, to act upon correspondence received and to send correspondence to me via email to the email address stated above.
- I am aware that email is not a secure method of communication and I accept responsibility for this.
- I understand that if I send correspondence via an email address other than that stated above, Capita, as data processor for the Fund, will be unable to act and I will be required to complete a further verification form.
- I am aware that correspondence sent by Capita on behalf of the Fund will be encrypted. This will require me to register for an online portal which requires me to create a password which I will use to open future correspondence.
- I will notify the Fund if I have any reason to believe that the security of my email address has in any way been compromised or if I cease to use this email address.
- I understand that any personal information provided by me will be processed by Capita for purposes associated with the Fund and will be used in accordance with its policies and the Trust Deed and Rules and the applicable data protection legislation.

(Continued overleaf)

- I confirm that I am able to access the information sent by email, including storing and printing the information if appropriate.
- I understand that I have a right to opt out of receiving communications electronically and should I wish to do so that I should contact the Fund in writing.

Part C **Declaration**

I hereby confirm that I have read the above declarations and wish to continue to receive correspondence by email:

Signed:		Date:	
Name (printed):			

The information provided will be processed by Capita for purposes only associated with the Rhodia Pension Fund and will be used in accordance with its policies and the Trust Deed & Rules and the applicable data protection legislation.