

# FAS appeal: application to become a party

Before we can process your application you must complete all relevant sections of this form and provide the information requested.

## 1. Your details (the person making the appeal)

Surname  First name  Title

Address

Postcode

Date of birth   /   /     Telephone

Email address (if you have one)

## 2. Appointing a representative

I appoint  to act as my representative.

We will only write to you or the person you have appointed to represent you. Where would you like correspondence to be sent?

My address  My representative's address

## 3. Representative details

Name

Address

Postcode  Telephone

Email

Signed  Date   /   /

#### 4. About your application

Please give us details of the appeal to which your application relates:

**Please tell us why you consider yourself to be an interested person in respect of this appeal.** You must provide information to support your application (if available) and attach it to this form.

Please give us details of how you would like to participate in the appeal and attach the information requested to this form.

I wish to (please select all that apply):

**a. Make a written representation**

If you wish to make written representations in connection with the appeal you must attach your written representations to this form.

**b. Request an oral hearing**

If you are requesting a hearing in connection with the appeal you should explain why and attach your reasons to this form.

**c. Give written or oral evidence at a hearing**

If you have ticked this option, you must attach to this form a written summary of the evidence you intend to give in writing or in person at the hearing.

**d. Call witnesses to give evidence at an oral hearing**

If you have ticked this option, you must attach to this form written summaries of the evidence your witnesses intend to give and list their names below.

**Witnesses:**

Name

Name

(Please continue on a separate sheet if necessary.)

**e. Object to the merger of appeals**

If you are objecting to a proposed merger of appeals please attach a statement to this form explaining your objection.

## 5. Declaration

I consent to The Pensions Ombudsman obtaining necessary information to deal with my application from other bodies, including the other parties to my appeal. I confirm that I have read and understood the Privacy and Personal Information Policy (see below).

Signed

Date

**Keep a copy of this form for your records and send the completed form along with supporting documentation to:** Pension Protection Fund Ombudsman, The Pensions Ombudsman, 10 South Colonnade, Canary Wharf, London E14 4PU.

**Alternatively, you can email the completed form along with supporting documentation to:** [CentralSupportMailbox@pensions-ombudsman.org.uk](mailto:CentralSupportMailbox@pensions-ombudsman.org.uk)

## Privacy and Personal Information Policy

Under the General Data Protection Regulation - GDPR - we must comply with various duties in relation to any personal information that we hold about you.

The following is a short explanation of why we collect personal information from you, how we use it and the conditions under which we may disclose it to others. It should be read in conjunction with the more detailed [Privacy and Personal Information Policy](#) that is published on our website.

Any queries concerning our Privacy and Personal Information Policy should be sent to our Data Protection Officer at [InformationManagement@pensions-ombudsman.org.uk](mailto:InformationManagement@pensions-ombudsman.org.uk) or by writing to 10 South Colonnade, Canary Wharf, London E14 4PU. Alternatively, you can telephone 0800 917 4487.

The information that you provide to us will be used to help us reach a decision about your complaint. Incidental to that, other uses may include: publishing decisions; dealing with any appeals or any other legal action concerning our decisions; dealing with any service complaints; training our staff; monitoring; carrying out customer satisfaction surveys; and improving our service.

It is likely that we will need to share the information you provide to us with, and receive information about you from, other individuals or organisations connected to the case. By law, we also have the power to share information about a complaint with a small number of other organisations if we think it necessary in helping them carry out their own functions.

Please note that all calls we make and receive are recorded for security, reference and quality purposes.

Our legal basis for processing your personal information will usually be: our statutory function under Part X of the Pension Schemes Act 1993; our legal obligations and reasons of substantial public interest; and/or that we are acting in our judicial capacity. On those occasions where we are not relying on any of the above, we will ensure that a suitable alternative legal basis is used, which could include obtaining your explicit consent.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, or reporting requirements.

You may request access to, deletion of, correction of or transfer of your personal information. However, due to the nature of the work that we do, there are circumstances where we are permitted by law to decline such requests.

We aim to carry out our work openly and transparently and for this reason we usually publish Ombudsman determinations, as well as some opinions made by our adjudicators, on our website. While our published decisions will usually have identifying personal information removed, relevant information about you will remain to explain what decision has been reached and why.

If you have any issues or complaints about the way that we have handled your personal information, please contact us on [InformationManagement@pensions-ombudsman.org.uk](mailto:InformationManagement@pensions-ombudsman.org.uk). You also have the right to make a complaint to the [Information Commissioner's Office](#).