



NATIONAL PENSION COMMISSION

DATA PRIVACY POLICY

1.0 Introduction

- 1.1 Pursuant to its statutory mandate of regulating the pension industry in Nigeria and ensuring the maintenance of a National Databank on pension matters, the **National Pension Commission** (the Commission) collects and keeps in custody, the personal data of pension contributors, retirees and their related persons, such as Next-of-Kins and employers of labour. The data include, but are not limited to, the biometrics and biodata of contributors, retirees and related persons.
- 1.2 This Data Privacy Policy (the Policy) is, therefore, instituted by the Commission to inform pension contributors, retirees and other related persons of the protection of their personal data collected and stored by the Commission pursuant to the performance of its statutory responsibilities. The Policy also explains how the data are collected, stored, used, as well as the few exceptional instances where such data may be disclosed.

2.0 Why Personal Data is Collected

- 2.1 In order to open a Retirement Savings Account (RSA) for a contributor and provide the benefits of the Contributory Pension Commission (CPS), there is need to collect and store some of his/her basic personal data. These may include name, gender, marital status, date of birth, nationality, National

Identification Number, employment information and Next-of-Kin Information, amongst others.

- 2.2 The Commission collects data of pension contributors, retirees and other related persons pursuant to the provisions of the Pension Reform Act (PRA) 2014 and extant regulations. In particular, the Commission collects the personal data of pension contributors to ensure that uniquely identifiable persons are registered under the CPS, and are tied to their various employments. It also facilitates the accurate computation of and remittance of pension contributions and other entitlements to the RSAs of contributors and the payment of benefits to them. Collection of data of the Next-of-Kins of contributors and retirees ensures that the Commission has continuous access to the contributors and retirees.

3.0 Data Subject's Consent

The Commission must only obtain data from contributors and retirees with the data subjects consent. Consequently, RSA registration and data recapture forms, including the electronic formats, contain data authorization clauses which are activated when the data subject completes the form.

4.0 Processing, Storing and Protecting Personal Data

- 4.1 The Commission shall process personal data of contributors, retirees and other related persons only for the purpose for which the data is collected. The Commission shall process such data on both electronic and manual platforms, as may be required.
- 4.2 The Commission shall securely store the personal data of pension contributors, retirees and related persons so collected in hard paper copies, computers, servers and other electronic devices.
- 4.3 Only authorized officers of the Commission shall have access to the personal data of pension contributors, retirees and related persons collected. Pursuant to Section 114 of the PRA 2014, such authorized persons shall include every member of the Board, officer, employee, agent or any other person engaged or authorized by the Commission to examine any document or make an inquiry thereto. Such authorized persons have confidentiality obligation not to disclose or use any information or data with

such person obtained directly or indirectly, except under the express authority of the Commission or as otherwise provided for under this Policy.

5.0 Retention of Personal Data

The Commission shall hold personal data of contributor, retirees and related persons for as long as may be deemed necessary to keep track of contribution remittances and payments of benefits. The retention period shall however not be less than the 10 years period, in line with the National Archives Act, 1992.

6.0 Disclosure of Personal Data

Without prejudice to the foregoing provisions, however, the Commission may be obliged to disclose personal data in its custody on the following reasonable circumstances:

- i) Where disclosure is made in compliance with statutory obligation or pursuant to an order of a court of competent jurisdiction.
- ii) Where the data owner has expressly consented to the disclosure or instructed that his/her data be fully or partially disclosed to a named person; Provided that such consent or instruction may be withdrawn and communicated to the Commission in writing at any time before disclosure.
- iii) Where the disclosure is made to the owner of the data for his/her personal use or record.

7.0 Violation of Data Privacy and Remedies

Contributors and retirees could achieve remedies to violations of this Policy through legal actions, subject to the provisions of the PRA 2014. The provisions of the Public Officers Act shall apply in relation to any suit instituted against an officer or employee of the Commission.

Notwithstanding anything contained in any other law, no suit shall lie against a member of the Board, the Director General or any officer or employee of the Commission for any act done in pursuance or execution of the PRA 2014

or any other enactment or law, duty or authority to be instituted in any court unless it is commenced –

- i) Within three months next after the act, neglect or default complained of; or
- ii) In case of continuation of damage or injury, within six months next after the ceasing thereof.

A suit shall not be instituted against a member of the Board, the Director General, or any officer or employee of the Commission before the expiry of a period of one month after written notice of the intention to commence the suit shall have been served on the Commission by the intending plaintiff or his agent.

8.0 Governing Laws

The Data Privacy Policy is issued by the Commission pursuant to, and its provisions are consistent with the provisions of the PRA 2014, Sections 13 of the Constitution of the Federal Republic of Nigeria 1999 (as amended), Clause 2.5 (a-i) of the Nigeria Data Protection Regulation 2019 issued by the National Information and Technology Development Agency (NITDA), and Article 8 of the International Convention on Data Protections.

9.0 Review and Enquiries

This Privacy Policy is subject to review by the Commission from time to time as the need arises. All enquiries regarding the Policy should be directed to:

The Director General
National Pension Commission
Plot 174, Aetokunbo Ademola Crescent
Wuse 2, Abuja