

Explaining your benefits

Auto Enrolment (AE) Section



01

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Introduction



Although retirement might seem a long way off, it is important to start thinking about it now. It is unlikely that the State Pension alone will be enough to allow you the kind of lifestyle you might want once you retire.

The earlier you sign up to a pension plan the better the chance you have to afford the lifestyle you want.

You could start right away by being part of the Auto Enrolment (AE) Section of The Pearson Pension Plan (the Plan). Apart from building up a Pension Pot, the Plan offers a range of additional benefits which are also worth considering.

If you are interested in joining the AE Section or if you are already a member, then this booklet is for you. This booklet explains how the AE Section works, the benefits available to you and how you can use the money you save to provide your retirement benefits. It also describes the other benefits which will be provided under the AE Section while working for Pearson.

Investments and the investment options available to you are also covered in this booklet. Aviva has been appointed by the Trustee of the Plan as the investment provider for the AE Section and you have the option of self-selecting the funds you wish to invest your Pension Pot in.

If you do not want to get involved in the day-to-day investment management of your Pension Pot, lifecycle options are available and details are provided in the investment section of this booklet and in the lifecycle leaflets which are available in the library on the Plan website.

There is plenty of information in this booklet and online about the investment options available to you including details of the funds currently available. Fund factsheets are available on the Aviva membersite, or you can request them by email at: Pearson@aviva.co.uk or by telephone: [freephone 0800 781 1378](tel:08007811378).

Please note that neither Aviva, the Trustee, Pearson, nor the pensions team are allowed to give you any investment advice. This document has also been written in line with the Trust Deed and Rules of the Plan. If there are any discrepancies between this document and the Rules, then the Rules will override this booklet.



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How the Plan works



You pay 5% of your qualifying earnings into your Pension Pot each month, you can decide to pay more.



Pearson will also pay 3% of your qualifying earnings into your Pension Pot each month.



You can choose from lifecycle or self-select investment options.

Lifecycle options – there are three lifecycle options: drawdown, annuity and cash which invest in set ranges of funds. You can choose one of the lifecycle options if you do not wish to manage your own investments. The drawdown lifecycle is the default option.

Self-select option – there are a range of funds you can self-select if you want to manage your own investments.



You have access to the Aviva membersite where you can:

- Check the value of your Pension Pot.
- Obtain information and monitor your investment funds' performance.
- Switch investment funds quickly and conveniently.



03

How the Plan works



Death in service benefits



Lump sum of 3x pensionable salary.

Other benefits



Tax-free cash available at retirement within statutory limits.



Early retirement possible subject to Company consent.



A Pension Pot to help fund your retirement



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How do I join?



The AE Section is used to meet the statutory auto enrolment requirements. This means that the Plan is a qualifying scheme which meets or exceeds the government's automatic enrolment standards. Membership of this Section is available to all new full and part-time UK employees of Pearson aged 16 or over and under age 74.

As default, providing you meet the following criteria:

Aged 22 or over

Earning over £10,000 a year (£833 a month)

Under State Pension age

You will automatically become a member of the AE Section, unless you request to join the Money Purchase 2003 (MP03) Section.

Contributions will be deducted from your qualifying earnings and you will be invested in the lifecycle option unless you have selected otherwise. You can switch your investments – for more details see page 11.

If you are automatically enrolled you can opt-out of the AE Section. You will need to contact your HR department for an opt-out form. If the completed opt-out form is returned before the end of the one month opt-out period, which commences the day you receive notice that you have been auto enrolled, you will be removed from the Plan. Any payments you have already made will be refunded, and you will not have become an active member of the Plan on this occasion.

If you want to stop making payments after the end of the one month opt-out period you can do so and you will be treated as a leaver in accordance with the Plan Rules – for more details see page 18.

HM Revenue & Customs (HMRC) protection

If you have applied to HMRC for protection in respect of your pension benefits you should contact the pensions team to discuss the options

available to you, as joining the Plan may prejudice your protection.

Your other pension arrangements

If you have benefits in a previous pension arrangement you may be able to transfer the value of them to the Plan. However, the Trustee can refuse to accept a transfer payment. You should seek advice from an independent financial adviser when deciding whether to transfer benefits to the Plan. You can visit the Money Advice Service to find an independent financial adviser in your area. Please note that the Money Advice Service now forms part of the Money and Pensions Service and more information can be found at

www.moneyandpensionservice.org.uk

Until the website for the Money and Pensions Service is fully operational later in 2019, guidance can still be found at

www.moneyadvice.org.uk



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How much do I have to pay?



You will contribute 5% of your qualifying earnings and Pearson will contribute 3% of your qualifying earnings. If your earnings are below the qualifying earnings limit in any month, no contributions will be paid by you or Pearson for that month.

You may be able to pay additional voluntary contributions (AVCs) even if you do not have qualifying earnings.

Will the amounts paid into my pension change?

Yes, the amounts will automatically increase or decrease accordingly if your qualifying earnings go up or down.

Paying less tax

Did you know that you can also save on tax by paying into the Plan? This is because your contributions are taken out of your salary before tax, which means you pay no tax on the money you pay into your Pension Pot.

You are not generally taxed on the value of Pearson's contributions.

Your tax relief is worked out automatically by payroll, so you do not need to do anything. However, if your total contributions exceed the Annual Allowance (AA), you will have to pay a tax charge. The Plan will contact you if you exceed the AA, but as the allowance applies to all your pension savings over the year, you will have to monitor it if you have other pensions.



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How should I invest my Pension Pot?



What are investments?

Whenever you and Pearson put money into your Pension Pot, it gets invested in either a default fund or funds you choose. Over the long-term, the returns on your investments should increase the value of your Pension Pot, although this is not guaranteed and the value of your Pension Pot can fall as well as rise.

If you wish to self-select your funds, you can choose which funds to invest in from a pre-selected range.

Keeping an eye on your investments

How you decide to invest your Pension Pot may be determined by your personal circumstances and your attitude to risk. By risk we mean how much your investments can potentially go up or down in value.

Higher-risk investments are more likely to be volatile meaning the fund can go up and down in value more frequently and by larger amounts. Investments that are seen as lower-risk are steadier but may give you less money back in the long-term. Watch the [investments animation](#) under **what are investments?** to find out the basics about risk and investments.

Things to consider

Your personal circumstances may affect how you wish to invest your Pension Pot. Things that may help you decide the appropriate level of investment risk for you include:

- How long your contributions will be invested in a fund.
- Whether you have any other savings.
- Whether you want long-term or short-term growth.
- Your financial commitments and any other income you expect to get.
- Your attitude to risk.



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How should I invest my Pension Pot?



You should weigh up all these things before deciding how to invest your Pension Pot.

You should consider taking advice from an independent financial adviser as neither Pearson, the pensions team, Aviva nor the Trustee can give you any advice.

Getting financial advice

There is no general rule on how you should invest your Pension Pot throughout your working life, since you will need to take into account your personal circumstances and attitude to risk.

It is strongly recommended that you seek financial advice if you are unsure of how you wish to invest your Pension Pot. You can visit the Money Advice Service to find an independent financial adviser in your area. Please note that the Money Advice Service now forms part of the Money and Pensions Service and more information can be found at www.moneyandpensionservice.org.uk Until the website for the Money and Pensions Service is fully operational later in 2019, guidance can still be found at www.moneyadviceservice.org.uk



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My investment options



Your investment options

You can invest using one of the three lifecycle options or by self-selecting your funds.

The lifecycle options

If you do not feel comfortable managing your own investments, or you do not want to get involved in the regular management of your investments, you can choose to invest your Pension Pot in one of the Plan's three lifecycle options.

The lifecycle options are set ranges of funds provided by Aviva. As you get closer to the Plan's retirement age of 62, or your selected retirement age (SRA), your contributions are switched to steadier, less volatile funds at set dates with the aim of safeguarding the value of your Pension Pot as you approach retirement.

The three lifecycle options are identical up to five years before retirement and then invest in different ranges of funds, depending on what you intend to do at retirement. The lifecycle options are tailored to meet different retirement needs depending on whether you wish your Pension Pot to provide:

- a flexi-access drawdown facility (by transferring out of the Plan), which allows you to take income from your Pension Pot whilst it continues to remain invested (the drawdown lifecycle)
- a pension (also called an annuity) at retirement (the annuity lifecycle)
- a cash lump sum at retirement (the cash lifecycle)

The drawdown lifecycle is the default investment option.

If you do not want to retire at 62 you can choose an SRA. It is important to let the Plan know what this is by completing an SRA form so that your funds are switched at the right time.

Please be aware that the value of investments cannot be guaranteed and can go down as well as up.

You can find out more information on the lifecycle options by visiting www.pearson-pensions.com



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My investment options



The self-select option

If you feel confident in managing your own investments then, subject to the Rules of the AE Section, you have the option to select your own funds to invest in from the range available within the Plan. You can split your contributions between different listed investment funds of different proportions or you may choose to put all your contributions into one fund. If you select one of the lifecycle options, then 100% of your contributions must be invested in this option.

You may want to take independent financial advice about your options. You can visit the Money Advice Service to find an independent financial adviser in your area. Please note that the Money Advice Service now forms part of the Money and Pensions Service and more information can be found at www.moneyandpensionsservice.org.uk

Until the website for the Money and Pensions Service is fully operational later in 2019, guidance can still be found at www.moneyadvice.service.org.uk

You can find out more about the self-select option and the funds available by visiting www.pearson-pensions.com

Switching your funds

You may switch your investments or redirect future contributions at any time, currently at no extra charge.

If you decide that you want to switch the money that you have already invested, or pay future contributions into a different fund, please access the Aviva membersite at www.aviva.co.uk/membersite or call the Aviva helpline on freephone 0800 781 1378.

When deciding where to invest, you should bear in mind that the value of funds can go down as well as up and is not guaranteed. You may not receive back the full value of contributions.



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Keeping up to date with my Pension Pot



How can I keep up to date with my Pension Pot?

Aviva membersite

You can check on the current value of your Pension Pot by logging in or registering on the Aviva membersite at:

www.aviva.co.uk/membersite

The membersite will:

- give you information about your investment options
- allow you to check the value of your Pension Pot
- allow you to switch investment funds quickly and conveniently

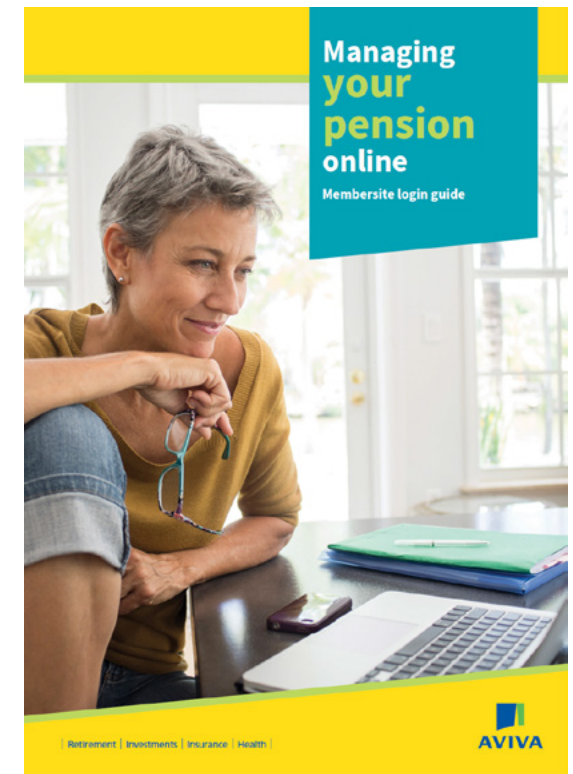
Download 'Managing your pension online' a guide which explains how to register.

Your annual benefit statement

You will receive an annual benefit statement showing the contributions paid into your Pension Pot (both your contributions and the contributions paid in by Pearson), the balance of your Pension Pot and the fund(s) in which you are invested in at the statement date.

The statement also includes an estimate of the pension your Pension Pot could provide when you retire.

The Aviva membersite also includes a tool, **eValueate**, which allows you to measure your attitude to risk.



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My options at retirement



As a member of the AE Section, you have a variety of options for what you can do with your Pension Pot at retirement.

Pension

You could use your Pension Pot to purchase a monthly income for the rest of your life from an insurance company, known as an annuity.

You can also take 25% of your Pension Pot as a tax-free lump sum and use the rest to buy an annuity. We will tell you more when you get closer to retirement.

The options you could access if you transferred your Pension Pot out of the Plan to another provider include:

Single lump sum

You could take all your Pension Pot as a one-off lump sum. 25% of this would be tax-free and the

rest would be taxed as income. Please consider this option carefully, especially if you have a large amount of pension savings, as the tax could be significant.

Drawdown

This option allows you to take a regular or irregular income from your Pension Pot while still keeping it invested. You would still get 25% of your Pension Pot tax-free.

A mixture

You could do a mixture of the options, for example use some of your Pension Pot to buy an annuity, and keep the rest invested to use for drawdown.

Financial guidance and advice

Pension Wise is a free and impartial guidance service set up by the government, which aims to help you understand your choices and how they work. As long as you have defined contribution pension benefits and are aged 50 or over, you can contact them for an appointment.

You can also visit the Money Advice Service to find an independent financial adviser in your area.

Please note that Pension Wise and the Money Advice Service now form part of the Money and Pensions Service and more information can be found at www.moneyandpensionsservice.org.uk Until the website for the Money and Pensions Service is fully operational later in 2019, guidance can still be found at www.pensionwise.gov.uk and www.moneyadvice.service.org.uk



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My options at retirement



The amount of your annuity or cash lump sum will depend on the size of your Pension Pot at your retirement date which will vary according to several factors including:

- How much money has been invested and for how long
- The investment performance of your fund
- The age you access your benefits
- The cost of exercising any right to transfer your fund and any charges payable
- The cost of buying an annuity (if this is what you choose to do)

Small pots

If your benefits in the Plan are small the Trustee may exchange your benefits for a lump sum. 25% of the lump sum would be tax-free with the remainder taxed at your marginal rate of income tax. You will be informed if this applies to you.

Early retirement

You may retire and receive your pension at any time from age 55, provided Pearson agrees. If you do this, retirement benefits are likely to be less than the pension you would have received if you retired at 62, the Plan's normal retirement date.



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My options at retirement



Late retirement

If you plan to continue working after the Plan's normal retirement age of 62, the following options are open to you:

- You may remain a contributing member of the Plan and continue to build up your Pension Pot and benefit from death in service benefits in the same way as you have been doing.
- You may take your benefits on or after the Plan's normal retirement age whilst continuing to work, in which case you and Pearson will no longer pay contributions to build up your Pension Pot. Your death in service benefit will also reduce from a lump sum of three times your pensionable salary to twice your pensionable salary.
- You may stop paying in contributions but keep your Pension Pot and benefits in the Plan until you decide to draw on them. In which case deferred pension benefits will apply, with the option to take a transfer, as described on page 18 and the only death in service benefit to be provided will be a lump sum of twice your pensionable salary.

Providing your benefits

The pensions team will send you a statement showing full details of your benefit options when you get near to retirement. You may want to obtain independent financial advice about your options at this time.



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My options at retirement



Current tax position of pension payments

The pension you receive is taxable as earned income and there is a maximum 25% tax-free cash sum.

Lifetime Allowance (LTA)

When you take your benefits from any pension arrangement, they are checked against HMRC's Lifetime Allowance (LTA). The LTA is the total amount you can have in all your pension arrangements without paying an additional tax charge. The LTA for the 2019/20 tax year is £1.055 million.

The total value of all your pension benefits, excluding State Pension, cannot exceed the LTA, without attracting a tax charge on the excess.

Annual Allowance (AA) and Money Purchase Annual Allowance (MPAA)

Your contributions are paid tax-free, providing you are under HMRC's Annual Allowance (AA). The AA is the limit on pension contributions you and your employer can make tax-free in any tax year. The AA for the 2019/20 tax year is £40,000. For higher earners the AA may be reduced, down to a minimum of £10,000.

If you take some of your benefits flexibly (for example by doing drawdown or taking them as cash), then you will only be able to make future pension contributions up to the value of the Money Purchase Annual Allowance (MPAA). The MPAA is currently £4,000. Taking a small pot lump sum does not trigger the MPAA.



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What benefits are paid when I die?



Death in service

It is not something we like to think about, but how would your family cope if you were to die? As a contributing member of the Plan, you can rest easier knowing that the Plan provides valuable death in service benefits to your loved ones. If you die while you are still a contributing member of the Plan, a lump sum is payable of:

- three times your pensionable salary, and
- the proceeds of your Pension Pot, and
- the proceeds of any AVCs you have paid

If you are not a Plan member, the only benefit payable if you die in service is a lump sum of two times your pensionable salary.

Lump sum

The lump sum of three times your pensionable salary is paid by the Trustee of the Plan. This means that there is currently no tax liability. It is important that you tell the Trustee who you would like to receive the benefit. You can nominate one or more beneficiaries by completing an 'Expression of wish' form. Although the form is not legally binding, the Trustee will take your wishes into consideration.

You should remember to keep your 'Expression of wish' form up to date and consider whether you need to complete a new form if your personal circumstances change. If you need a form, please see the Plan [website](#) or contact the pensions team.

Death after leaving service

If you die after leaving Pearson service, but before you begin receiving retirement benefits, the following benefits are payable:

- Your Pension Pot will be used to provide a lump sum of your own contributions plus interest payable to one or more of your beneficiaries as the Trustee may determine.
- Any balance of your Pension Pot remaining after the lump sum has been provided will be used to purchase pensions for one or more of your dependants as the Trustee may determine.

Death after retirement

If you die after you draw your benefits, the benefits payable will depend on the options you chose on retirement (see page 13).



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What happens if?



I want to leave?

If you leave Pearson before you reach retirement age, you will need to decide what to do with the benefits that have built up in the Plan while you were a member.

If you leave the Plan mid-way through a month, no member contributions will be deducted for that month and Pearson's contributions will also not be paid.

If you leave with at least 30 days' qualifying service, you have these options:

You may leave your Pension Pot invested in the Plan until retirement. You will not be able to pay any more contributions into your Pension Pot, but it will still remain invested. Fund management charges will be deducted from your Pension Pot.

You should regularly review your investment choices and you will still be able to switch your choice of funds. Full details of how you can change your investment choices can be found on page 10.

Or

You can transfer the full value of your Pension Pot, including Pearson's contributions, to another registered pension arrangement that you choose. If you leave with less than three months' qualifying service you can only take a transfer if the Trustee consents.

If you leave with less than 30 days' qualifying service and have had contributions deducted, you have two options:

A payment equal to that part of the proceeds of your Pension Pot which represents your own contributions. Tax is deducted from your payment to reflect the tax relief you gained when paying your contributions. You receive no payment in respect of Pearson's contributions

Or

Provided the Trustee consents, a transfer of the value of your Pension Pot, including Pearson's contributions, to another registered pension arrangement. If you do not inform the pensions team of your choice within a specified period you will automatically be paid a refund. The pensions team will write to you with details of your options after your date of leaving.



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What happens if?



I want to opt-out?

You can leave the Plan at any time while remaining in Pearson service, in which case your benefits will be treated as already described in this section. If you decide to opt out:

- You will need to request an 'Opt-out' form from your HR Department.
- Your death benefits will be limited to twice your pensionable salary.
- You may be allowed to re-join the Plan at a later date.
- You may be automatically enrolled into the AE Section of the Plan at a later date (usually every three years) if you meet certain age and earnings criteria.

I am on family leave?

During paid family leave:

- Pearson will continue to credit into your Pension Pot contributions based on the qualifying earnings you would have been receiving had you been working normally.
- You need pay contributions only on the qualifying earnings you actually receive.
- Your entitlement to death in service benefits will continue as normal while you are on paid family leave.

During unpaid family leave:

- During unpaid family leave you are not required to pay contributions but you may do so on your return to work. If you do, Pearson will also credit your Pension Pot with contributions based on the qualifying earnings you would have received if you were working normally.
- You continue to be covered for full death in service benefits even if you choose not to pay contributions.



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What happens if?



I get divorced?

The courts are required to take pension rights into account in divorce settlements and an option is available known as a “pension sharing order”. Further details can be obtained from the pensions team.

If your personal circumstances do change please ensure you keep your ‘Expression of wish’ form updated (see page 17).

I am working part-time?

The contributions that both you and Pearson pay in will be based on your new salary. If your salary changes because of a change in working hours, the contributions will be revised at the date of the change.

The value of your Pension Pot at retirement will be reduced if you move from full-time to part-time working, simply because your contributions and Pearson’s contributions will be reduced.

Your benefits at retirement depend on how much money has built up in your individual Pension Pot in the Plan.

I work overseas?

If you transfer overseas you may remain a member of the Plan if you remain directly employed by the UK company, or if you are seconded on a temporary basis.

Please note that if you are based in a European Union location, there are stricter conditions on retaining membership of the Plan due to cross-border regulations. Contact the pensions team for full details.

If you are directly employed by an overseas company then you must leave the Plan from the date your new employment starts.

For more information on what if scenarios, visit the ‘What if’ section of the website at www.pearson-pensions.com/defined-contribution-member/what-if



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My State Pension



What about my State Pension benefits?

You will receive State Pension benefits in addition to Plan benefits.

The current State Pension is £168.60 a week for the 2019/20 tax year (for those with at least 35 years of National Insurance contributions).

However, if you have been contracted out of the State Pension at any time e.g. as a contracted out member of the MP03 Section of the Plan, or any other pension scheme, the amount of State Pension you receive may be reduced in certain circumstances.

You can receive an estimate of your State Pension from www.gov.uk/check-state-pension

Finding out about your State Pension

If you want an estimate of your State Pension go to www.gov.uk/check-state-pension
You can also request a forecast from the Department for Work and Pensions by submitting an application form to the postal address below or by calling them on:

Future Pension Centre
The Pension Service
9 Mail Handling Site A
Wolverhampton
WV98 1LU
United Kingdom

Tel: [0345 3000 168](tel:03453000168)
Website: www.gov.uk/future-pension-centre



Click this image to get to the library section of the website and view the State Pension animation.



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Sources of information



Information

What is it?

Distribution

The Auto Enrolment (AE) Section member booklet (this booklet)	This booklet explains the key features and benefits of the AE Section	This booklet is available on the Plan website or from the pensions team
The Plan website	A website containing up to date information about the Plan as well as historic information, Q&As and latest news items	The Plan website address is www.pearson-pensions.com
Aviva membersite	Information on the investment funds available and the value of your Pension Pot	The Aviva membersite address is: www.aviva.co.uk/membersite
Annual benefit statement	Shows the value of your Pension Pot and an estimate of the pension you might receive at retirement	You will receive a benefit statement each year
Trustee's Report and Accounts	A full report of the Plan's finances and operations	The full report is available on the Plan website or from the pensions team
The Rules	The legal document governing the Plan and the benefits it provides	You can obtain a copy of the Rules on request from the pensions team



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Disputes resolution procedure



Disputes resolution procedure

From time to time problems or misunderstandings may arise in connection with membership of or benefits under the Plan. If you have a problem relating to the Plan you should, at the earliest opportunity, contact the pensions team by

Email: pensions.helpline@pearson.com

Freephone: 0800 7811378.

If the matter cannot be resolved informally, the Trustee has a formal process called the internal disputes resolution procedure which applies to:

- Plan members
- the dependants of members
- prospective members

If you have already begun Court proceedings or the Pensions Ombudsman is already investigating your complaint, the procedure will not apply to you. Grievances about your employment are not covered by this procedure. You should refer to your local management to find out how to deal with these.

Internal disputes resolution procedure

You should contact the Trustee setting out your complaint by:

Writing to: The Pearson Pension Plan, 80 Strand, London WC2R 0RL

or Email: pensions.helpline@pearson.com.

Please note that although your complaint will be emailed to the pensions team, it will be passed to the Trustee for consideration.

Please provide:

- Your full name, address, date of birth and National Insurance number.
- A statement that you want your complaint to be considered under the disputes resolution procedure.
- A statement as to the nature of your disagreement, with details showing why you feel aggrieved, along with any supporting documents.
- If you are the dependant of a member who has died, your relationship to the member and the member's full name, address, date of birth and National Insurance number.
- If you are being represented, your representative's full name, address and profession.



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Disputes resolution procedure



The letter should state whether you would like correspondence about the matter to be sent to your address or your representative's address, and the letter must be signed by you or your representative.

The Trustee will consider your complaint and will write to you telling you of its decision within two months. If a response cannot be sent within two months, you will be given an explanation for the delay and an expected date for the Trustee's decision.

External resolution

You have the right to refer your complaint to The Pensions Ombudsman free of charge.

The Pensions Ombudsman deals with complaints and disputes which concern the administration and/or management of occupational and personal pension schemes.

Contact with The Pensions Ombudsman about a complaint needs to be made within three years of when the event(s) you are complaining about happened – or, if later, within three years of when you first knew about it (or ought to have known about it). There is discretion for those time limits to be extended.

The Pensions Ombudsman can be contacted at:

10 South Colonnade
Canary Wharf
E14 4PU

Email: enquiries@pensionsombudsman.org.uk
Website: www.pensions-ombudsman.org.uk

You can also submit a complaint form online:
www.pensionsombudsman.org.uk/our-service/make-a-complaint/

If you have general requests for information or guidance concerning your pension arrangements contact:

The Money and Pensions Service
Holborn Centre
120 Holborn
London
EC1N 2TD

Telephone: 01159 659570
Website: www.moneyandpensionsservice.org.uk



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Disputes resolution procedure



Group disputes

It is possible that from time to time a problem may arise that affects a number of members in the same way. In such an event Pearson and the Trustee would initially seek to resolve the matter internally by using the steps outlined above, suitably adapted as necessary.

If the internal procedure fails, it is likely, because the services of the Pensions Ombudsman are not available in group disputes that Pearson and/or the Trustee would then seek to employ an external alternative dispute procedure of the type offered by the Centre for Dispute Resolution (CEDR).

Future changes

The above procedure complies with the Pensions Act 2004. The Trustee reserves the right to make alterations to reflect experience and changes of circumstance or law.

If you want more information about the disputes resolution procedure, there is a 'Disputes Resolution Procedure' leaflet available on the website in the library section.

Alternatively, you can write to the Pensions Director at 80 Strand, London, WC2R ORL.

The Pensions Regulator (tPR)

tPR is responsible for monitoring the running of occupational pension schemes. It can intervene where trustees, employers or professional advisers have failed in their duties. tPR's address is:

Napier House
Trafalgar Place Brighton
BN1 4DW

Tel: 0870 606 3636

Email:

customersupport@thepensionsregulator.gov.uk

Website: www.thepensionsregulator.gov.uk

The Pension Tracing Service

The Pension Tracing Service acts as a tracing agency for members of pension schemes who have lost touch with their former employers, or the trustees or providers of their previous schemes.

The address of the Pension Tracing Service is:

The Pension Service
9 Mail Handling Site A
Wolverhampton WV98 1LU

Telephone: 0345 6002 537

Website: www.gov.uk/find-lost-pension



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What else do I need to know?



Tax approval

The Plan is a registered pension scheme under the Finance Act 2004.

This means that within certain limits, you receive tax relief on your contributions and you do not have to pay tax on Pearson's contributions to the Plan. In addition, certain Plan benefits and some investment returns are tax-free.

The tax regime for pension schemes includes the concept of authorised and unauthorised payments. Unauthorised payments can trigger tax charges for members and other beneficiaries and schemes. In view of this, no benefits which would constitute unauthorised payments will be paid from the Plan unless Pearson and Trustee agree. You will be notified if you are affected by this restriction.

EU General Data Protection Regulation (GDPR)

The GDPR imposes various obligations on organisations which process information about you. The Trustee is regarded as a 'data controller' for the purposes of the GDPR. The Trustee holds personal data about you in order to administer the Plan, to calculate and pay benefits and for statistical and reference purposes. This may include passing on data about you to the Plan's professional advisers, administrators and other third parties involved in the running of the Plan.

The Trustee may also need to transfer your information to Pearson, as Pearson provides several services to the Trustee to assist the Trustee running the Plan. You have the right to obtain a copy of the information the Trustee holds on you on payment of a fee. To request this information please contact the pensions team at 80 Strand, London, WC2R 0RL.

Assigning your benefits

Your Plan benefits are strictly personal and, with the exception of pension sharing orders, cannot be assigned to anyone else or used as security for a loan.

Changes to the Plan

Pearson aims to maintain the Plan in the form described in this booklet. However, it has the right to amend or discontinue the Plan at any time, subject to the provisions of the Rules and, where required, the consent of the Trustee. You will be kept fully informed of any changes that are introduced.



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Who do I contact?



About investment options

On joining the AE Section you will receive details of how to register with the Aviva membersite. This will give you information about your investment options and allow you to check the value of your Pension Pot and to switch investment funds quickly and conveniently.

There are also financial educational tools which may assist in your financial planning by allowing you to see estimates of your pension at retirement based on different levels of contributions. Alternatively, you can contact Aviva direct:

Aviva helpline: [0800 7811378](tel:08007811378)

Aviva membersite:

<http://www.aviva.co.uk/membersite>

Plan website

Detailed information about the Plan, news updates along with interactive tools and resource are available on the Plan website to help you understand and make the most of your pension.

So, whether you are approaching retirement or still a long way off there is information to help you. The Plan website is:

www.pearson-pensions.com

About your contributions

If you have any questions about the deduction of your Plan contributions from your salary please contact your payroll department.

Other queries about the Plan

If you have a general enquiry about the Plan, would like to raise any questions for the directors of the Trustee board, have a question about your pension payments, or if you would like to give feedback on the website, please go to www.pearson-pensions.com/contact-us and complete the online enquiry form.



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Who do I contact?



Alternatively, you can contact the pensions team with your choice of contact details below

The Pearson Pension Plan
Mezzanine Floor
80 Strand
London
WC2R 0RL

Pensions Helpline (Freephone): [0800 7811378](tel:08007811378)
Email: pensions.helpline@pearson.com
Website: www.pearson-pensions.com

Plan management

The Plan is managed by Pearson Pension Trustee Limited ('the Trustee'). This Company currently has nine directors. Collectively, they are responsible for managing the Plan in accordance with the Rules, and in the best interests of the members. To carry out these duties effectively the Trustee uses the services of various professional advisers.

