



Cronfa Bensiwn **GWYNEDD** Pension Fund

Administration Policy Statements

Title: Gwynedd Pension Fund Document Distribution Policy

1. Purpose

This policy outlines the procedures for distributing documents to members of the Gwynedd Pension Fund, ensuring efficient and secure communication while promoting environmental sustainability.

2. Scope

This policy applies to all members of the Gwynedd Pension Fund.

3. Policy Statement

The Gwynedd Pension Fund aims to utilise digital communication methods to enhance efficiency, reduce environmental impact, and provide timely information to members. This policy specifies the conditions under which documents will be posted to the member's My Pension Online accounts or sent via postal mail.

4. Document Distribution Guidelines

- **Digital Distribution:** Any documents that do not require a reply will be uploaded to the member's My Pension Online account if the member has logged in to the site within the last six months. An email will be sent to the member whenever a new document is available for viewing.
- **Postal Distribution:** If a document requires a form to be completed and returned, or if a member has not logged on to their My Pension Online account in the last 6 months, a physical copy will be sent to the member via postal mail.

All mail sent out by the Pension Fund will be sent via second class mail.

5. Future Developments

The Gwynedd Pension Fund is committed to developing online forms to enable more documents to be uploaded online. This initiative aims to reduce our carbon footprint and ensure quicker distribution of information to members.

6. Member Responsibilities

- **Online Account Access:** Members are encouraged to regularly log in to their My Pension Online account to stay informed and access important documents.
- **Contact Information:** Members should ensure that their contact information is up to date to receive timely notifications about document postings.

7. Implementation and Review

This policy will be reviewed annually to ensure it remains relevant and effective. Any changes to the policy will be communicated to members in a timely manner.

8. Contact Information

For any questions or further assistance regarding this policy, members can contact the Fund at any time.

- **Phone:** 01286 679982
- **Email:** pens@gwynedd.llyw.cymru
- **Website:** www.gwyneddpensionfund.wales

Approved by: [Name] [Title] Gwynedd Pension Fund

Date: