

## Thus Group (plc) Pension Scheme

### Members' Personal data privacy statement

*What is this statement for, and what action do I need to take?*

This statement is needed because of new data protection requirements arising from the European General Data Protection Regulation ("GDPR"), which comes into effect on 25<sup>th</sup> May 2018.

Under the GDPR, the Trustees are required to write to you with information on how they will collect and use personal data about you, the circumstances in which they may share or otherwise use the personal data and to whom they may disclose this personal data.

This statement is for your information and you are not required to take any action.

*Information the Trustees may collect from you or already holds about you*

For the purposes of data protection legislation, including the GDPR, the Trustees are the "data controller" with regards to the personal data they collect about you and your dependants.

The Trustees may collect and process personal data about you in connection with the THUS Group plc Pension Scheme and, where applicable, other pension and life assurance that the Trustees are responsible for, such as the THUS Group plc Pension Scheme Additional Voluntary Contribution Plan (together "the Scheme").

Personal data may include the following:

- Membership and employment data, including dates of joining and leaving employment, periods of pensionable service, earnings, contributions and details of benefits.
- Personal data, including name, date of birth, sex, contact details (e.g. home address, telephone numbers and email address) and your National Insurance Number.
- Other financial data such as bank sort code and account number, tax code, Lifetime Allowance and other protections.
- Identification documents including birth, marriage, civil partnership and death certificates, and pension sharing or earmarking orders.
- Family data, including current marriage or civil partnership, and any previous relationships and dependants, death benefit nomination forms and potential beneficiary information.

In addition, the Trustees may collect, hold and use categories of personal data about you that are of a sensitive nature ("Sensitive Personal Data"), such as medical information.

As required by the GDPR regulations, processing of "Sensitive Personal Data", revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation is prohibited. However, it may be necessary on occasion to

review and record medical information; for example, in relation to a claim on medical grounds. In this case, specific agreement will be sought from you to use and store this data.

The Trustees are committed to protecting and respecting your privacy and rights.

#### *Information the Trustees may collect about you from the Company or third parties*

The Trustees may collect personal data about you from the Company or other third parties. This may include information relating to your employment, your salary and your benefits which is relevant to your pension and related benefit entitlements. From time to time, the Trustees may collect personal data relating to you from other third parties, such as regulatory authorities.

#### *Purposes for which and the basis upon which the Trustees will process your personal data*

The Trustees will process your personal data, and the personal data of your dependants, in order to administer your pension and related benefit entitlements under the Scheme.

The Trustees must have a legal basis on which your personal data is processed in accordance with data protection legislation. In most cases, the legal basis for processing your personal data will be the "legitimate interests" ground (although there may be other grounds too for processing personal data). This means it is in the "legitimate interest" of the Trustees, or another third party, to process your personal data. The Trustees will only grant their approval to allow another third party to process personal data that they control, after having taken into account the interests and rights of the Scheme's members (or others).

Additionally, the trustees have a legal obligation in relation to the scheme and, in order to fulfil this, details need to be retained which record your pensionable service, earnings, contributions and details of benefits, together with your identification and family details as listed above, and your banking details for payment of benefits.

Where the Trustees are required to process Sensitive Personal Data, they will approach the relevant member for specific consent to the processing of such data.

It should be noted that, in situations where a member fails to provide data or withdraws consent, difficulties may be experienced in paying the member's benefits.

#### *Retention of personal data*

The long-term nature of this, and similar, pension schemes means that personal data may be retained by the Trustees for extremely long periods of time, including after entitlement to receive benefits by an individual and/or their beneficiaries has ceased. The end date for holding personal data in respect of a particular beneficiary is expected to be the date that the Scheme is wound up. However, we need to assume that data is held for an indefinite period after you cease to be a member, for example, in case of future claims by potential beneficiaries or if the Scheme is transferred to an insurer after wind-up.

#### *Disclosure of Personal Data*

In order to administer the Scheme, the Trustees use third parties, such as scheme administrators, tracing agencies, a scheme actuary, lawyers, investment managers and accountants. The Trustees may disclose your personal data to these third parties in connection with services they provide to the Trustees.

The Trustees will ensure that the personal data is only processed by them and/or by third party suppliers for purposes to which the Trustees have agreed. As part of the contractual terms agreed with the Scheme's third party suppliers, the Trustees will require third parties to observe industry standard security measures in respect of personal data protection.

The Trustees may also disclose your personal information to third parties in the following types of situations:

1. To an independent financial adviser as part of a special project, or
2. If they are under a duty to disclose or share your personal data in order to comply with any legal obligation, such as to a regulatory authority.

Some of the advisers to the Scheme may hold the personal data provided to them as a separate data controller (rather than data processor). For example, Willis Towers Watson, who provide the Scheme with actuarial services and are the Scheme Actuary, act as a separate data controller. A copy of the privacy notice issued by Willis Tower Watson is available at : [www.willistowerswatson.com/personal-data](http://www.willistowerswatson.com/personal-data).

The other data controllers used by the Scheme are the Scheme Administrators, Aon Hewitt (please see their privacy notes in Appendix 1, below) and Scheme Legal Advisors, Pinsent Masons.

#### *International transfers of Personal Data*

It is possible that the personal data the Trustees collect about you may be transferred to, and stored at, or processed in, one or more countries outside the European Economic Area ("EEA"), which have not yet been deemed by the European Commission as offering adequate data protection. In addition, there may be members that now live outside of the EEA, and therefore it will be necessary to transfer data outside of the EEA to pay their benefits and respond to member queries.

The Trustees have strict security procedures regarding the storage and disclosure of personal data and have agreements in place with service providers to protect data when transferred outside of the EEA.

#### *Automated decision-making*

The Trustees are required to inform you if any decisions are taken about you through an automated process (i.e. without any human involvement). This is not the case in the Scheme at present. The Trustees will notify you if the position changes.

#### *Your rights under the EU General Data Protection Regulation*

You have certain rights under the GDPR which may be relevant to the Trustees' operation of the Scheme:

1. To request details or copies of the personal data the Trustees hold about you as data controller (by making an access request to the Trustees);
2. To have your personal data corrected if it is inaccurate or incomplete (which is important to ensure that your benefits are paid correctly);
3. To have your personal data deleted or removed if there is no reason for its continued storage and processing. (This might be relevant if there is no reason for a supplier the Trustees use to continue to hold your data);

4. To object to your personal data being processed and to restrict the processing of your personal data in certain circumstances. (This might be relevant where the Trustees give you the option to refuse to agree to your data being passed to a third party);
5. To request the transfer of your personal data to another party (such as your independent financial adviser); and, you have the right to withdraw your consent
6. Where you have provided your consent to the collection, processing and transfer of your personal data for a specific purpose.

#### *Changes to this Statement*

The Trustees reserve the right to change this Statement and any other relevant policies or procedures at any time without notice to you.

Any changes that the Trustees make to this Statement will, unless otherwise indicated, apply to any personal data already obtained by the Trustees before the changes were made.

### **Data Subject access requests**

All data subjects have a right to:

- be told about the data that the Trustee holds about them and to receive a copy of the information that constitutes personal data about them, on request;
- request access to and rectification or erasure of personal data, restriction of processing concerning the data subject and the right to data portability (as set out in, and subject to limits imposed by, applicable laws);
- lodge a complaint about processing with the UK data protection supervisory authority (the Information Commissioners Office). Contact details for the ICO can be found at:

<https://ico.org.uk/global/contact-us/>

If you wish to exercise this right, or wish to contact the Trustee about your personal data, you should submit a written application to:

The Trustees of the Thus Group Pension Scheme  
Aon  
PO Box 196  
Huddersfield  
HD8 1EG

Issued by: THUS Group plc Pension Scheme Trustees

Date of Notice: 10<sup>th</sup> May 2018

## Appendix 1

### Aon Hewitt Limited "QUICK READ" PRIVACY NOTICE

Aon Hewitt Limited (and, where appointed, the Scheme Actuary - together "Aon") has been appointed to provide pensions advisory and calculation services that relate to your membership of the pension scheme. In doing so Aon will use personal information about you, such as your name and contact details, information about your pension contributions, age of retirement, and in some limited circumstances information about your health (where this impacts your retirement age) in order to be able to provide these services. The purposes for which we use personal information will include management of the pension scheme and your membership within it, funding the pension scheme (i.e. helping to ensure that the funds within the pension scheme are sufficient to cover the members who are party to it), liability management (that is to say providing advice on the different ways benefits could be determined, and drawn, from the pension scheme), scheme actuary duties (which include assessing individuals who are members of the pension scheme and assessing how the make-up of the membership may affect the amounts payable and when they become payable so as to manage the pension scheme appropriately), regulatory compliance, process and service improvement and benchmarking. We may pass your personal information to third parties such as financial advisors and benefits providers, insurers, our affiliates and service providers and to certain regulatory bodies where legally required to do so. Depending on the circumstances, this may involve a transfer of data outside the UK and the European Economic Area to countries that have less robust data protection laws. Any such transfer will be made with appropriate safeguards in place. More detail about Aon's use of your personal information is set out in our full Privacy Notice. We recommend that you review this notice which is available online at:

<http://www.aon.com/unitedkingdom/products-and-services/human-capital-consulting/aon-hewitt-actuarial-services-privacy-statement.jsp>

or you can request a copy by contacting contact us, including reference to the scheme name, at: Data Protection Officer, Aon Hewitt Limited (Retirement and Investment UK), PO Box 730, Redhill, RH1 9FH