GEMS SENSORS PENSION PLAN (THE "PLAN")

PRIVACY NOTICE

You are currently a member, potential beneficiary or beneficiary of the Plan, and the trustee of the Plan (the "**Trustee**") holds personal data in respect of you. The Trustee is considered to be a "controller" in respect of that data, which means that it is ultimately responsible for ensuring that it is kept secure, and is not processed for unlawful purposes. This Privacy Notice provides information about our processing of your personal data and your rights.

Please note, the current Plan Trustee is PAN Trustees UK LLP ("**PAN**") an Independent Trustee. PAN may continue to hold personal data collected through its role as a Trustee even when it is no longer a Trustee of the Plan. Information about PAN's approach in this situation to data security as a firm can be found at https://www.pantrustees.co.uk/Scheme-GDPR/.

Why do we hold your personal data?

As a data controller, the Trustee collects and processes your personal data: (a) to comply with our legal duties, including to administer the Plan; and (b) where it is necessary for the Trustee or a third party's legitimate interests in relation to the Plan, which include:

- paying the correct benefits to you and your beneficiaries, if applicable;
- ensuring that the Plan is appropriately funded;
- ensuring that you can receive information and updates about the Plan, where necessary;
- dealing with any queries/complaints/appeals etc. regarding decisions we have made, for example in relation to your or your dependants' entitlement to benefits under the Plan;
- responding to queries from you or from HMRC following the transfer of your benefits from the Plan (where applicable);
- compliance with legal, regulatory and good governance obligations, including connection to anti-money laundering and tax reporting requirements, and as otherwise lawfully permitted from time to time;
- in certain circumstances, for the prevention and detection of crime and/or in order to assist with investigations carried out by the police and other competent authorities such as HMRC or DWP;
- processing ill-health retirement claims;
- ensuring that the Plan is administered in accordance with all applicable laws; and
- improving the day-to-day running and operation of the Plan.

We also process your personal data for other legitimate purposes relating to the operation of the Plan, such as in relation to benefit design or de-risking, and, in some cases, where necessary for specific legitimate interests that are recognised in law. These recognised legitimate interests include public task disclosure requests, national security, public security and defence; detecting, investigating and preventing crime and/or safeguarding vulnerable individuals.

What personal data is held?

The personal data held by us in respect of you includes your name, contact details, date of birth, marital status, banking details (where required), marital status, and certain employment information, if applicable.

In exceptional circumstances, (e.g. ill-health early retirement or death benefits), we may need to hold special categories of personal data in respect of you ("**Sensitive Information**"). We will in most circumstances process this data as necessary for the establishment, exercise or defence of legal claims to benefits or in the performance of our legal obligations in connection with employment, social security and social protection (as allowed by legislation). Where we collect these types of information about you, if we require to rely on your consent as the lawful basis for processing it, we will take appropriate steps to obtain your consent to our collection and use of this information, and you may withdraw it at any time (see below).

The Trustee, the Plan's administrator and the Plan actuary do not use any automated decision making or profiling. Decisions made by the Trustee, the Plan's administrator and the Plan actuary are never made solely on the basis of automated processing, as there is always human intervention and oversight. We will let you know if this changes.

How do we collect your personal data?

We will collect your personal information when you, any of your dependants or relatives or your employer contact us by phone, email or post. We will also obtain your information where this is provided through any other discussions or correspondence that you, any of your dependants or relatives or your employer may have with us. We may also collect personal information about you from other third parties, including tracing agencies, HMRC, the DWP and/or other regulatory bodies, and from public sources.

We also receive information from members about their proposed beneficiaries, who may be eligible to receive benefits on the member's death. If you provide us with personal data relating to others (for example, your nominated beneficiaries or dependents), we understand that you are authorised to provide that information to us, and you have provided a copy of this privacy notice to such other individuals, or otherwise made it available to them. We will not provide a copy of this notice to those individuals as to do so is likely to seriously impair our ability to properly discharge our responsibilities in respect of such benefits.

Who else receives or processes your personal data?

The Trustee has a number of professional advisers who need to access and process your personal data from time to time to allow the Plan to be administered properly. The parties to whom the Trustee may allow access to your personal data are as follows:

- the Plan administrator, the Plan actuary, the Plan's sponsoring employer and the counterparties to the Plan's investments;
- the Plan's service providers, professional advisers and auditors;
- local or foreign regulators, governments, law enforcement and tax authorities;
- local and foreign courts, tribunals and arbitrators or other judicial committees, if applicable;
- insurance companies (including, in certain circumstances, insurance companies' advisers);

- persons in connection with any sale, merger, acquisition, disposal, reorganisation or similar change to the Plan or the Plan's sponsoring employer (including any potential or actual purchaser of the sponsoring employer or their parent companies and that purchaser's advisers).

In some circumstances we are joint controllers with the Plan actuary, the Plan's administrator, the legal advisers to the Trustee CMS, and the legal advisers to the Plan's principal and participating employers, (who will process personal data to comply with their professional duties as advisers to the Trustee), and/or the Plan's principal and participating employers. The Plan's principal and participating employers hold personal data to comply with their legal obligations as sponsoring employers of the Plan. They have a legitimate interest in the Plan being run in a cost-effective way and may have an interest in offering certain options to members. The Trustee will share information with the Plan's principal and participating employers and their auditors and advisers for this purpose.

How long is your personal data held?

We will hold your personal information on our systems for as long as is necessary in order to carry out the relevant activities or services listed above after your benefits are finally settled. Pension benefits are paid over a long period and your right to benefits under the Plan is based on information which may go back many years. Our policy is therefore to retain information relating to you and your beneficiaries and/or potential beneficiaries until you and your beneficiaries are no longer entitled to benefits under the Plan.

However, in certain circumstances it may be necessary for the Plan to continue to process your information after you have opted out of the Plan or stopped receiving any benefits from us, for example the Trustee may need to prove that it no longer holds a liability in relation to you.

When determining how long we will hold your personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Where the Plan's administrator is acting as a data processor, member data is retained for as long as required to provide the services to the Plan and is then returned or deleted in accordance with the Trustee's instructions and applicable contractual requirements. If there is any information that the Plan administrator is unable, for technical reasons, to delete entirely from their systems, the Plan administrator will put in place appropriate measures to prevent any further processing or use of the information. Please refer to the Plan administrator's Privacy Notice available at https://www.ajg.com/uk/global-privacy-notice/. Where the Plan's administrator acts as a data controller in relation to your personal data, the Plan's administrator may hold your personal data for a longer period if required by law or regulation, or for its legitimate record-keeping purposes relating to performance of its services.

Will your personal data be kept in the UK?

We may transfer, store, or process your personal information outside the UK. If we do, we will take reasonable steps to ensure that your information is treated securely and in accordance with this notice, including making sure that any personal data we transfer meets the special requirements for international transfers under data protection law.

Under UK data protection laws, we can only transfer your personal data to another entity in a jurisdiction

outside of the UK if:

- the UK government has decided that the particular jurisdiction (or international organisation) ensures an adequate level of protection of personal data (by issuing 'adequacy regulations'). This includes all countries in the EEA;
- in cases where there are no applicable adequacy regulations, where there are 'appropriate safeguards' in place, and provided that the level of protection for your personal data following the transfer based on these safeguards will not be materially lower than in the UK; or
- a specific exception (a 'derogation') applies under relevant data protection law in the circumstances. However, we do not routinely rely on derogations in respect of overseas transfers of personal data.

The Plan's administrator and other advisers will from time to time transfer data to other countries, including outside the UK and outside the European Economic Area. Where such transfers are made, the parties involved will ensure adequate safeguards are in place.

Internet communication

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the safety of your information transmitted via email; any transmission is at your own risk. Once we have received your information, we will use reasonable procedures and security features to try to prevent unauthorised access.

Virtual working

The processing of personal data by the Trustee may be carried out in a virtual environment, particularly where significant amounts of work are completed by individuals working at home. Such work may involve the remote accessing of personal data and video calls on which personal data is shared. The Trustee have arrangements in place to only use methods and technologies that they consider to be secure for this purpose.

What rights do you have in respect of your personal data?

You have the right:

- to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This notice is an example of this right;
- to withdraw your consent to the processing of your Sensitive Information, to the extent it is processed on the basis of your consent (as set out above). We will process your Sensitive Information (where applicable) unless we receive a written revocation of consent from you;
- to request information regarding the processing of your personal information, including to be provided with a copy of your personal information which we hold;
- to receive your personal data in a structured, commonly used and machine-readable format and to request that this data is transmitted to another party/controller where this is technically feasible;
- to request the correction and/or deletion of your personal information, or object to, restrict

or suppress the processing of your personal information;

- to request to obtain and reuse your personal information for your own purposes across different services; and

- to complain to us, or the Information Commissioner's Office, or to a court of law, if your data protection rights are violated. You may be entitled to claim compensation for damages or distress incurred or suffered in consequence of unlawful processing of your personal information.

However, if we do not hold all the data we need to administer your benefits, we may not be able to pay out the benefits you are entitled to.

What if you have a complaint?

You also have the right to complain to us about our processing of your personal data, if you consider that we have breached our data protection obligations. If you wish, you can use the Plan's Internal Dispute Resolution Procedure ("**IDRP**") to do this. Where you do complain, we will acknowledge your complaint within 30 days and investigate the complaint in accordance with our legal obligations.

If you are not satisfied with our response to your complaint or believe our processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office. Its contact details are:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone number: 0303 123 1113
Website: https://ico.org.uk/make-a-complaint/

Contact details

If you would like access to the information that we hold about you or exercise your rights as a data subject, if any of the information we hold about you is inaccurate or out of date, or if you object to us processing it, please let us know by emailing us at GemsSensors@buck.com, or writing to us at one of the following addresses:

Gallagher (Ipswich)
PO Box 323
Mitcheldean
Gloucestershire
GL14 9BL

Plan Actuary: Mike Whittaker – 01473 293084
Gallagher
55 Princess Street
Manchester
M2 4EW

Plan Data Protection Team:

1. **PAN Trustees UK LLP**
   John Breedon - johnbreedon@pantrustees.co.uk
   Andrew Firbank - andrewfirbank@pantrustees.co.uk
   Address: The Annex, Oathall House, Oathall Road, Haywards Heath, West Sussex, England, RH16 3EN

2. **TGA Industries Limited**
   Alison Dore – alison.dore@gemssensors.com