

KPSS (UK) Limited Pension Scheme

DATA PRIVACY NOTICE

Date: October 2023

The Trustee of the KPSS (UK) Limited Pension Scheme (“Scheme”) are “data controllers” of Scheme member data for the purposes of the General Data Protection Regulations (“GDPR”) which came into force on 25 May 2018.

This Privacy Notice describes how we, the Trustee, collects, stores and processes personal information relating to members of the Scheme.

The Trustee is committed to protecting the privacy and security of your personal information and it will only be used in accordance with this notice. If you have any questions regarding our compliance with the GDPR please contact our representatives, Atkin Pensions using the contact details under “Access to your information” below.

In addition to the Trustee, there are other data controllers in relation to the Scheme for the purposes of the GDPR. Further details are included under the section headed “Data controllers” below.

What personal data do we hold?

We may hold both basic and sensitive data about you and your potential beneficiaries. This includes:

- name, address, date of birth, gender, telephone number, email address, tax information and National Insurance number;
- your service history including employment dates, salary, details of any periods of absence and working hours;
- pension contributions and benefits;
- marital status and details of any dependants and/or potential beneficiaries;
- bank account details;
- information relating to your health if you have shared this with us; and
- any other personal data which may be needed to process your benefits and are needed for the proper running and administration of the Scheme.

How do we collect this data?

Some of this data is or will have been collected directly from you (for example, when filling in forms about your pension scheme membership, or when corresponding with us or our representatives by telephone, post, email or otherwise).

We may also collect some data from third parties. For example, from the sponsor of the Scheme and previous administrators of the Scheme. We may also occasionally obtain data about you from other external sources (for example, HM Revenue and Customs).

Where we collect information from you about your nominated beneficiaries, dependents or next of kin, you should provide a copy of this notice to those individuals before providing us with any such information.

How do we use your personal data?

We will use information about you and your beneficiaries in order to administer the Scheme and to ensure that benefits are paid in accordance with the Scheme rules.

We are permitted to process your information in this way by relying on one or more of the following lawful grounds:

- you have explicitly agreed to us processing your information for a specific reason (we will typically rely on this in relation to the processing of sensitive personal data);
- the processing is necessary to perform any agreement we have in place with you;
- the processing is necessary for compliance with a legal obligation we have; or
- the processing is necessary for the purposes of a legitimate interest pursued by us, for example:
 - to keep up to date and accurate records about your membership of the Scheme so that the Scheme can be administered correctly, and the correct benefits paid;
 - to undertake risk management exercises;
 - to comply with legal requirements, including guidance issued by the Pensions Regulator;
 - to communicate Scheme information or Scheme changes to you; and
 - to effectively deal with complaints and to investigate or prevent crime (including fraud).

Keeping your personal data

We keep your personal data for as long as reasonably necessary for the proper running and administration of the Scheme, the performance of our legal obligations and the pursuit of our legitimate interests. This will involve us regularly reviewing our files to check that information is accurate and up-to-date and still required. Because trustees of pension schemes can commonly face complaints or questions from beneficiaries or regulatory authorities many years after a beneficiary has ceased to be entitled to benefits, we will hold some personal data as long as it is seen to be required to defend against legal claims. Please note, the Scheme's Independent Trustee (PAN Trustees UK LLP ("PAN")) may continue to hold personal data collected through its role as a Trustee even when it is no longer a Trustee of the Scheme. Information about PAN's approach in this situation to data security can be found at <https://www.pantrustees.co.uk/Scheme-GDPR/>.

Sharing your personal data

We may share data with third parties for the purposes described in this notice. We require all third parties to process your data in accordance with the GDPR and will ensure that adequate technical and organisational security measures, confidentiality obligations and compliance procedures are at all times in place to prevent inappropriate use of personal data by such third parties.

We may share your data with the sponsoring employer and with the administrator of the Scheme. We may also share data with other third parties, including:

- the Scheme actuary and auditor the Trustee's legal and other professional advisers;
- insurance companies;
- any other service providers who hold or process your data on our behalf; and
- third parties to whom we are required to transfer data by law or regulatory requirements (e.g. HMRC and the Pensions Regulator).

However, we will only disclose personal data where this is reasonably necessary for the purposes of the proper running and administration of the Scheme, including the provision of benefits in respect of you from the Scheme, or where otherwise required by law or regulatory requirements. Your data may be shared by the above organisations within their group of companies and with their sub-contractors, for example for particular outsourced activities such as bulk printing, confirmation of address/existence, offsite backup and archive and the provision of IT services.

Data controllers

The Trustees of the Scheme are the ultimate data controller. The Scheme Actuary, Rob Dales, who is employed by Atkin Pensions is a joint data controller. The Scheme Actuary can be contacted at Atkin Pensions, Cornwall House, Blythe Valley Park, Solihull, B90 8AF.

The Trustee's other advisers (including the auditor, Harmer Slater Limited, the Covenant advisers, PwC LLP, and the Scheme Administrator, Atkin Pensions) will, on occasion, be asked to process personal data in accordance with the Trustee's specific instructions. In those circumstances, the adviser will be a data processor for the purposes of the Scheme. However, in some circumstances an adviser may be a data controller for the purposes of the Scheme, for example if the adviser is the party who determines how personal data will be processed in order to provide advice or assistance to the Trustee.

If you would like further details about the information which the Trustee's professional advisers may hold, please contact Atkin Pensions at the address below.

Sharing your personal data outside of the EEA

The use and disclosure of your personal data may involve transferring your personal data outside of the UK and may include transfers to territories based outside the European Economic Area (EEA). Any such transfers will be protected by appropriate safeguards and will be carried out in accordance with the GDPR. In those cases, except where the relevant country has been determined by the relevant public authority to ensure an adequate level of data protection, we will ensure that the transferred information is protected, for example, by a data transfer agreement in the appropriate standard form approved for this purpose by the European Commission or (where applicable) relevant authority in the United Kingdom.

If we share your data with a permitted third party who transfers your data outside the EEA, we will impose contractual obligations on them and the recipients of that data to protect such information to the standard required in the EEA.

Know your rights

General Rights

You have a number of rights concerning the way that we use your information. You are responsible for ensuring that other relevant individuals (i.e. your beneficiaries) are aware of these rights. At any time, you shall have the right:

- to be informed about the processing of your personal data (i.e. for what purposes, what types, to what recipients it is disclosed, storage periods and any third-party sources from which it was obtained);
- to request access to, or a copy of, any personal data we hold about you;
- to request the rectification or erasure of personal data if you consider that it is inaccurate or that we do not have the right to hold it;
- to request that the processing of your personal data be restricted or to object to your personal data being processed; and
- not to provide personal data to us or to withdraw, at any time, any consent that you have previously given to us for our use of your personal data.

Please note that not providing personal data, requesting us to erase your personal data or restricting or withdrawing your consent to our processing of your personal data could impact our ability to provide your pension and/or your eligibility for membership of the Scheme or for certain benefits. Further, this may not necessarily prevent the Trustee from continuing to process your personal data if the Trustee are not relying on your consent to do so (i.e. they are processing data in accordance with one of the other lawful grounds).

Access to Your Information

Any request for access to or a copy of your personal data must be in writing or by email to Atkin Pensions at the address below. We will endeavour to respond within a reasonable period and in any event within one month.

We aim to ensure that the information we hold about you or other relevant individuals is accurate at all times. To assist us in ensuring that such information is up to date, please let us know if the personal details relating to you or other relevant individuals change by contacting Atkin Pensions as follows:

Email: email@atkin.uk.com

Atkin Pensions
Cornwall House
Blythe Valley Park
Solihull
B90 8AF

Telephone: 0121 506 8200

You also have the right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk) on 0303 123 1113 if you are unhappy with the way your personal data is being processed.