

Macfarlanes Pension Scheme - Privacy Notice

This Privacy Notice has been issued by the Trustees and Scheme Actuary of the Macfarlanes Pension Scheme (the Scheme) to comply with the General Data Protection Regulation (GDPR), which came into effect on 25 May 2018. This document replaces any Fair Processing Notice issued under the Data Protection Act 1998.

Data controllers

The Trustees of the Scheme are Nicholas Harries, Howard Corney and Bibi Ally. The Scheme Actuary to the Scheme is Chris Ramsey of Barnett Waddingham.

In accordance with guidance issued by the Information Commissioner's Office (ICO) and the Institute and Faculty of Actuaries (IFoA), the Trustees and Scheme Actuary of the Scheme are considered "joint data controllers" (the holders, users and processors of personal data) for the purposes of the GDPR.

The joint data controllers can be contacted as follows:

Trustees of the Macfarlanes Pension Scheme
c/o Ms Sally McCann, Macfarlanes LLP, 20 Cursitor Street, London, EC4A 1LT
[Email: Sally.McCann@macfarlanes.com](mailto:Sally.McCann@macfarlanes.com)

Chris Ramsey FIA
Barnett Waddingham, 2 London Wall Place, London, EC2Y 5AU
[Email: Macfarlanes@Barnett-Waddingham.co.uk](mailto:Macfarlanes@Barnett-Waddingham.co.uk)
Telephone: 0333 11 11 22

Use, transfer and storage of personal data

In the course of running the Scheme, we may require information from you in relation to your marital status (which may include the gender of your spouse or civil partner) and/or information about your (or your partner's) health. Such information will be used by the Scheme's administrators to determine the benefits payable to you and your beneficiaries.

In addition, we may hold any or all of the following items of personal information about you:

- Personal details including your name, National Insurance number, gender, age, date of birth, postal and/or email address and telephone number.
- Descriptions relating to your physical and mental health (to the extent that they are relevant to the calculation and payment of your benefits from the Scheme).
- Salary and data relating to investments and pension assets held outside of the Scheme (for example to the extent they are relevant in relation to taxation of your pension income).
- Employment history, including employment dates and historic pay records.
- Bank account details for payment of benefit instalments, HMRC tax code.

Your personal data is provided to the data controllers by your employer or may be obtained directly from you. It is not publicly accessible data. The personal data collected relates to your employment and membership of the Scheme. Your personal data will be stored for as long as it is in the Trustees' legitimate interests and it is necessary to do so.

The Trustees may from time to time seek and process special categories of personal data and in that event the processing will be for establishing, exercising or defending a legal claim, for employment or your employer will seek your express consent to doing so.

The Trustees share your data with the Scheme's administrator Barnett Waddingham, Scheme Actuary, Macfarlanes Services Limited, Macfarlanes LLP and Aviva (as the AVC provider). They may also share data with the Trustees' other professional advisers (including the Scheme Auditor and pension consultants), regulatory bodies (including, but not limited to, HM Revenue and Customs, the Department for Work and Pensions, the Pensions Regulator, the Information Commissioner's Office and the Solicitors Regulation Authority). The Trustees may from time to time share your data with insurers and reinsurers with a view to investing in or securing benefits through long term insurance policies. They may also share your data with insurance brokers for the purposes of insuring lump sum death benefits or in connection with the Trustees' own insurance.

Your data may be shared by the Scheme's administrator with sub-processors for particular outsourced activities such as bulk printing jobs, confirmation of address/existence, offsite backup and archive. A comprehensive list of parties with whom data may be shared is set out in the Trustees' formal Data Mapping document, available on request in writing to the Data Controllers at the address above.

The Scheme administrators, on behalf of the Trustees, will use your personal data to ensure that the correct benefits can be paid to you and that your requests can be dealt with efficiently, in accordance with the Trustees' **legal obligation** to run the Scheme in accordance with the Trust Deed and Rules. The Trustees and/or administrators may contact you directly in order to provide relevant information, or to deal with your queries.

In addition, it is in your and the Trustees' **legitimate interests** to use your personal information to:

- Keep up to date and accurate records about your membership of the Scheme so *that the correct benefits can be paid*
- Undertake risk-management exercises *so that the risk your benefits are not paid is reduced*
- Comply with the law, including regulations and guidance issued by The Pensions Regulator *so that you, the Trustees and their advisers are not subject to legal sanctions which may impact benefits*
- Efficiently manage the impact of any change to the legal status of the sponsoring company so *that your benefits are not adversely affected for example by a sale or company merger*

The Scheme Actuary uses your personal data to advise the Trustees on the financial management of the Scheme. This advice helps to ensure the Trustees are able to meet their obligations to pay members' benefits, and is necessary to comply with obligations placed on them by legislation, including the Pensions Act 2004.

The Scheme Actuary may also use your personal data in research that assists actuaries in providing this type of advice - for example research into the mortality experience (life expectancy) of pension scheme members in general. This may include the provision of personal data, anonymised as far as possible, to a recognised external authority, such as the Continuous Mortality Investigation (CMI) that investigates mortality experience on behalf of the Institute and Faculty of Actuaries.

The Scheme Actuary will not pass your personal data to any third party without the prior agreement of the Trustees.

We have in place measures to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate. When sharing your personal information with our administrator or another third party we will make sure that they also have measures in place to protect it and keep it confidential and agree to use the personal information only for the purposes we set out.

We will keep your personal information for as long as we have a relationship with you or your survivors. When deciding how long to keep your personal information after our relationship with you and your survivors has ended, we take into account our legal obligations and regulators' expectations. We may also retain records to investigate or defend potential legal claims.

The Trustees have conducted due diligence on their suppliers to ensure they process data within the UK and/or the European Economic Area (EEA). It is possible that the trustees and the partners/staff of adviser firms may take laptops and smartphones with them on trips outside of the UK and/or the EEA, indirectly causing data to be sent outside of the EEA. We have received guidance that as long as the information stays with the individual on the laptop/smartphone and their employer has an effective procedure to deal with security and the other risks of using laptops (including the extra risks of international travel), it is reasonable to conclude that adequate data protection exists.

Your personal data will not be directly transferred to another country unless you request for this to be done.

Your rights in relation to your data.

The purpose of this Privacy Notice is to fulfil your right to be informed about the use of your personal data. In addition:

- You have the right to access your personal data. If you wish to request copies of your personal data please contact the Data Controller at the address above.
- You have the right to have your personal data rectified if it is inaccurate or incomplete.
- You have the right to have your personal data deleted or removed if there is no reason for its continued storage and processing.
- You have the right to object to your personal data being processed and to restrict the processing of your personal data in certain circumstances. While processing is restricted, the data controllers are permitted to store the personal data to ensure the restriction is respected in future. You will be informed if a restriction on processing is lifted.
- You have the right to lodge a complaint about the Data Controller with the ICO.

Please note that if you choose to exercise your rights to withhold data or insist on its deletion, then the Trustees may not be able to perform their duties in relation to the Scheme, and your benefits could be affected.

Further details about GDPR and your rights under GDPR can be found on the ICO's website at <https://ico.org.uk/>.