

# Privacy Notice

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## Trustee’s commitment to your privacy

PerkinElmer (UK) Pension Trustees Limited are the Trustee of the Scheme and are committed to protecting and respecting your privacy and rights as a member. This Privacy Notice (“Notice”) is to notify you of their obligations when using your personal data, how it may be collected and used, and under what circumstances it may be shared with third parties. This Notice covers any personal data that we collect and use to operate the Scheme.

For the purposes of the data protection laws (including the Data Protection Act 1998, the EU General Data Protection Regulation (EU Regulation 2016/679) coming into effect on 25 May 2018 and the Data Protection Bill 2017) the Trustee is a ‘Data controller’. The Scheme’s broker, Willis Towers Watson (WTW) and the scheme’s legal advisor Baker & McKenzie, are also Data Controllers, and its third-party administrator, Buck, is a ‘Data processor’. Contact details for Buck and the Trustee can be found below. All the aforementioned organisations use your data (referred to as ‘processing’ under the data protection laws).

## Information the Trustee may collect from you

The Trustee may collect and process information you provide to them in connection with the Scheme. This could include your date of birth, gender, marital status, length of employment, bank details, National Insurance Number and details of your dependants. It is also likely to include your contact details such as residential address, email address and telephone number. You need to provide this information to the Trustee in order for them to correctly calculate and pay your Scheme benefits. You may have to provide some of this personal data to us, under the terms of your employment contract, for example or as a condition of membership of the Scheme, or by law, for example if you are required to tell us about benefits you have taken from another pension arrangement.

If you do not provide us with this information, we will not be able to properly and accurately administer your benefits under the Scheme and you may not receive the benefits you are entitled to.

## Information the Trustee may collect from others

Whilst you are in employment we will receive details, to the extent they are relevant to your Scheme benefits, of your earnings and employment history (e.g. part time hours or non-pensionable absences).

We may also collect information from other parties such as previous or future employers, anyone who might be entitled to benefits as a result of their connection with you, family members or personal representatives, people who have named you as a potential beneficiary in relation to their own pension benefits, or government bodies or departments such as HMRC.

# PerkinElmer (UK) Death Benefits Scheme (“the Scheme”)

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

We use information about you to administer the Scheme, including to calculate and pay benefits. The ways that the Trustee will use your information include:

- Identifying you and your survivors and making sure your details are up to date
- Communicating with you
- Calculating and paying your benefits
- Making Trustee decisions – such as how to distribute benefits after your death

## Legal basis for processing your information

The Trustee must have a legal reason (often called the legal basis) to hold and use your personal data. The legal reason we hold your personal data is because the Trustee has a legitimate interest in ensuring that the Scheme is properly administered and benefits are paid correctly and needs your information in order to do this.

## Sensitive personal data

Data protection laws also aim to protect the way sensitive data (also known as special categories of personal data) is used. The Trustee can confirm that any such information will only be used after your death to determine the allocation of any discretionary benefits.

Where the Trustee is required to process sensitive personal data, we need another legal reason for doing so, in addition to the one referred to above. That additional legal reason is that:

- It is necessary for us to use the sensitive personal data in order to determine the payment of benefits under the Scheme and it is reasonable to do so without obtaining your consent; or
- Where it is not reasonable for us to use the sensitive personal data without your consent, the Trustees will obtain your specific consent to the processing of such data. You will have the right to withdraw this consent at any time. If you do withdraw your consent the Trustees would have to stop using this as the legal reason to process your sensitive personal data in the future.

## Storage of personal data

The Trustee will hold personal data relating to Scheme members and their dependants for as long as may be necessary in order to administer benefit entitlements and for the purposes of maintaining records of steps the Trustee have taken to comply with their obligations under the Scheme. Inevitably, this means that personal data may be retained by the Trustee for extremely long periods of time, including after entitlement to receive benefits by an individual and/or their beneficiaries has ceased.

# PerkinElmer (UK) Death Benefits Scheme (“the Scheme”)

## Disclosure of personal data

In the course of administering the Scheme, the Trustee engages pensions administration service providers, tracing agencies, mailing providers, a scheme actuary, actuarial firms, lawyers, accountants, auditors, insurance companies, investment advisers and fund managers, IT service providers and similar external advisors to assist us. The Trustee may disclose your personal data to these third parties in connection with services provided by the third parties to the Trustee. Those third parties may also disclose your personal data to any sub-processors that they engage in order to provide services to the Trustee. We may also where appropriate share your personal data with the Scheme’s employers or their advisers, for example to assist with a benefit options exercise or as part of funding discussions.

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

- if they are under a duty to disclose or share your personal data in order to comply with any legal obligation or regulatory requirement

## International transfers of personal data

As required by data protection legislation, the Trustee has strict security procedures regarding the storage and disclosure of personal data. The Trustee does not generally, and has no intention of, transferring or processing the personal data that they collect about you outside of the United Kingdom and European Economic Area.

## Your rights under the EU General Data Protection Regulation

You have the right to access the personal data we hold about you and/or to ask us to rectify, erase, restrict or object to the processing of such personal data.

You should address any such requests to the Scheme’s administrator at; Buck, Pentagon House, Sir Frank Whittle, Derby, DE21 4XA or by email to: [Perkinelmerpensions@buck.com](mailto:Perkinelmerpensions@buck.com)

More information with regard to your rights can be found on the Information Commissioner's Office's website (<https://ico.org.uk>).

## Changes to this Notice

The Trustee reserves the right to change this Notice and any other relevant policies or procedures at any time without notice. Any changes we may make to this Notice in the future will be notified to you. Any changes the Trustee may make to this Notice (which will, unless otherwise indicated, apply to any personal data already obtained by the Trustee before the changes were made) will be effective from the date stated in the notice. Where appropriate, they may also notify you of any changes made by e-mail.

# PerkinElmer (UK) Death Benefits Scheme (“the Scheme”)

## Protecting your data

The Trustee will not disclose or transfer personal data to third parties for the purposes of marketing.

## Contact

If you have any questions concerning this Notice or the policies or procedures referred to above, please contact PerkinElmer (UK) Money Purchase Pension Trustees Limited, c/o Ross Trustees, 25 Southampton Buildings, London, WC2A 1AL or [PerkinElmer@rosstrustees.com](mailto:PerkinElmer@rosstrustees.com)

## Making a complaint

Where you are dissatisfied with any aspect of our handling of your personal data you have a right to lodge a complaint with the Information Commissioner's Office. Their contact details are:

Address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 or 01625 545 745

Fax: 01625 524 510

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)