



Privacy Statement - Menzies Pension Fund

We, the Trustee (“Trustee”) of the Menzies Pension Fund (the “Scheme”), are committed to protecting **personal data**.

For the purpose of data protection law, the controller is BESTrustees Limited (Company Number 02671775).

This privacy statement was last updated on 22 April 2021.

If you have any questions about this privacy statement please contact:
pensions@johnmenziesplc.com

1. ABOUT THIS DOCUMENT

In order to administer the Scheme we will process **personal data** (which may be held on paper, electronically, or otherwise) about the Scheme’s members and we recognise the need to treat it in an appropriate and lawful manner, in accordance with data protection law. The purpose of this notice is to make you aware of how we will handle your personal data. **You do not need to do anything. This updated statement is simply for your information.**

This notice does not form part of any contract we have with you and may be amended at any time. Any amendments will be notified to you.

Some words and expressions in this statement have specific meanings, as follows:

“ personal data ”	means information we hold about you from which you can be identified. It may include contact details, other personal information, photographs, expressions of opinion about you or indications as to our intentions about you.
“ processing ”	means doing anything with the data, such as accessing, storing, disclosing, transferring, destroying or using the data in any way.
“ sensitive personal data ”	means personal data revealing racial or ethnic origin, political opinions, religion or philosophical beliefs or trade union membership, data concerning health, sex life or sexual orientation or the processing of genetic or biometric data for the purposes of uniquely identifying an individual or data relating to criminal convictions or offences.

2. DATA PROTECTION PRINCIPLES

We will ensure that personal data we process will be:

- Processed fairly, lawfully and in a transparent manner;
- Processed for specified, explicit and legitimate purposes;

- Adequate, relevant and limited to what is necessary for the purpose;
- Accurate and kept up to date where necessary;
- Not kept longer than necessary for the purpose;
- Processed in line with individuals' rights;
- Processed in a manner that ensures appropriate security;
- Not transferred to people or organisations situated in countries without adequate protection for the **personal data**.

3. HOW WE USE YOUR PERSONAL DATA

We process the following types of personal data for the purpose of running the Scheme:

- personal details such as your name, gender, age, date of birth, contact details (e.g. your address and postcode, email, telephone and mobile numbers), identifiers such as your National Insurance number, pension or member reference number and employee number (where applicable) and details of any other proof of identity provided by you when interacting with us;
- details of your family, lifestyle and social circumstances. This could include details about your current marriage or civil partnership (we can infer your sexual orientation from this information but we do not directly process any data about your sexual orientation), any previous relationships and details of your family and dependants;
- financial details such as that about income, other pension arrangements, bank account details (e.g. to process pension payments) and tax code;
- employment details such as your earnings, length of service, employment and career history, recruitment and termination details, absence record, job title and job responsibilities;
- Due to the nature of running the Scheme, we may also need to hold and process **sensitive personal data** relating to you (where we have obtained your explicit consent to do so or there is an alternative legal basis for doing so under applicable law) including, as appropriate, information about your physical or mental health or condition where you apply to receive your benefits early on the grounds of health.

We will process data about:

- members and beneficiaries;
- trustees;
- employees and ex-employees of the John Menzies plc Group;
- third party service providers.

We process the above personal data:

- for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations, for example: to calculate and pay benefits. This includes providing you with details of your benefits and options under the Scheme and dealing with any queries that you have about these;
- to carry out our obligations arising from any agreement that we have with, or concerning, you to provide you with the information, benefits and services that you request from us;
- to notify you about services provided to members of the Scheme and any changes to those services or to enable you to access those services;
- for statistical, financial modelling, accounting and reference purposes;

- for internal record keeping;
- for risk management purposes, including the insurance or management of longevity risks and related demographic risks or of the Scheme's benefits, or for the purpose of securing members' benefits through buy-in/buy-out contracts with insurers;
- complying with our legal obligations, any relevant industry or professional rules and regulations or any applicable voluntary codes;
- complying with demands or requests made by any relevant regulators, government departments and law enforcement or tax authorities or in connection with any disputes or litigation;
- in connection with any sale, merger, acquisition, disposal, reorganisation or similar change of business relating to the sponsoring employer or its associated companies.

In addition, we are legally entitled to process **sensitive personal data** where the **processing**:

- is necessary for the purposes of making a determination in connection with eligibility for, or benefits payable under, an occupational pension scheme;
- is not carried out for the purposes of measures or decisions with respect to you or any other specific individuals; and
- can reasonably be carried out without your consent.

4. FAIR, LAWFUL AND TRANSPARENT PROCESSING

We will only process your **personal data** for the specific purpose or purposes notified to you, purposes which are compatible with those original purposes or for any other purposes specifically permitted by data protection law. As a controller, we must process this information fairly and lawfully.

We need to hold and process **personal data** about you for us to administer the Scheme, and to calculate and pay benefits. Under the legislation, this means that we have a legitimate interest in **processing** the data. We will not collect any **personal data** from you that we do not need.

We may also need to hold and process some sensitive information about you and/or your dependants and beneficiaries. Except where the legislation allows it, this information cannot be processed or passed to a third party without your explicit consent. We will only collect any **sensitive personal data** from you when it is needed, for example, information about your health if you apply to receive your benefits on the grounds of ill health.

5. DATA RETENTION

We recognise that **personal data** should only be retained for so long as necessary. However, as a general principle the Trustee believes that it is necessary to retain **personal data** indefinitely. Retaining **personal data** for this length of time is in line with our obligations, our legitimate interests and is in the interests of members of the Scheme. This is because it is important to be able to demonstrate that any payments have been made correctly, that our liabilities have been discharged and so that we will be able to respond to any queries raised in the future.

6. DATA SECURITY

We will ensure that appropriate measures are taken against unlawful or unauthorised **processing of personal data**, and against the accidental loss of, or damage to, **personal data**.

We have in place procedures and technologies to maintain the security of all **personal data** from the point of collection to the point of destruction. We will only transfer **personal data** to a third party if that third party agrees to comply with those procedures and policies, or if they put in place adequate measures to maintain security themselves.

Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the **personal data**.

7. PROVIDING INFORMATION TO THIRD PARTIES/DATA SHARING

We sometimes need to share the personal information we process with other organisations. Where this is necessary, we are required to comply with all aspects of data protection law.

We share information with:

- the scheme administrator, which is currently the in-house pensions department at John Menzies plc (the “Scheme Administrator”). The Scheme Administrator, acts as a data processor and processes member data in order to provide the administration services to the Scheme, on behalf of the Trustee;
- the Scheme Actuary (currently Tim Weir of Hymans Robertson LLP) and other consultants and actuarial advisers at Hymans Robertson LLP. When providing actuarial services, the Scheme Actuary acts as a data controller jointly with the Trustee. You may obtain further information on the role of Hymans Robertson and the Scheme Actuary and use of data at:
https://www.hymans.co.uk/media/uploads/How_Hymans_Robertson_uses_your_personal_data.pdf
- the Scheme’s other professional advisers including the Scheme’s legal advisers, Brodies LLP. These organisations use the information when advising the Trustee and carrying out their respective professional obligations;
- the Scheme’s insurers (and other insurers for the purpose of obtaining quotations relating to the Scheme or its benefits), investment managers, banks and other service providers;
- any financial adviser or other organisation appointed by the Trustee or sponsoring employer to advise you about your options under the Scheme or any adviser appointed by you where you have asked us to provide them with details of your benefits under the Scheme;
- any other person who is authorised to act on your behalf;
- companies within the sponsoring employer’s group and their professional advisers;
- regulators, government departments, law enforcement authorities, tax authorities and insurance companies;
- any relevant ombudsman, dispute resolution body or the courts;
- persons in connection with any sale, merger, acquisition, disposal, reorganisation or similar change in business relating to the sponsoring employers or its associated companies;
- pension schemes with which the person whose data we are **processing** has an association; and
- current, past or prospective employers.

8. INTERNATIONAL

We do not process **personal data** outside the UK. However, for the purposes of administering the Scheme, sometimes it may be necessary to transfer personal information outside the UK. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be on an ad hoc basis and we will ensure that the necessary safeguards in full compliance with data protection law are put in place to protect your personal information.

When providing Scheme Actuary services, Hymans Robertson LLP transfers your personal data outside the UK. You may obtain more information here:
<https://www.hymans.co.uk/information/trust-centre/#strip-1105>

9. PROCESSING IN LINE WITH YOUR RIGHTS

Access to your information – You have the right to request a copy of the personal information about you that we hold.

Correcting your information – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information – You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained
- We are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below
- You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below
- Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You can object to your **personal data** being processed, although we can override this objection in certain circumstances.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold, or assessing the validity of any objection you have made to our use of your information. The right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data.

Withdrawing consent using your information – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

You should be aware that taking any of the above steps could impact on the payment of your benefits and our ability to answer questions relating to your benefits.

10. COMPLAINTS

The Trustee seeks to resolve directly all complaints about how it handles personal information. If you would like to raise a complaint in relation to how we process your **personal data** in relation to the Scheme, please contact:

pensions@johnmenziesplc.com

You also have the right to lodge a complaint with the Information Commissioner's Office whose contact details are as follows:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745

Website - <https://ico.org.uk/concerns>

Email – casework@ico.org.uk

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