



**H+H Celcon Pension Fund  
Trustee Limited**  
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## Privacy Notice

## Data Protection

### The H+H Celcon Pension Fund

This notice explains how the H+H Celcon Pension Fund Trustee Limited (collectively referred to as "**Trustee**", "**we**", "**us**" or "**our**" in this privacy notice) uses and protects the personal data that we hold about the members and other beneficiaries of the H+H Celcon Pension Fund (the "**Scheme**"). We are "controllers" and this means that we are responsible for deciding how we hold and use personal data about you. We are sending you this notice to make you aware of how and why your personal data will be used and for how long it will usually be retained for. It provides you with information that must be provided by us under the UK General Data Protection Regulation and the Data Protection Act 2018 (together the "**Data Protection Laws**").

You should share this notice with your family and dependants where you have provided us with personal data about them.

Contact details for the Trustee are set out at the end of this privacy notice.

#### What is personal data?

Personal data broadly means any data that identifies (or which could, with other data that we hold or are likely to hold, identify) an individual.

This includes any personal data provided to us by or on behalf of you, your employer or HM Revenue & Customs in relation to your actual or potential membership of the Scheme.

#### What types of personal data might we hold about you?

We will collect and process the personal data that you provide by filling in forms and by corresponding with us or our advisors by telephone, email or otherwise. We will also collect and process personal data that is provided to us by your employer or by HM Revenue & Customs.

We may hold and process any or all of the following personal data about you:

- personal details such as your name, gender, age, date of birth, contact details (e.g. your address and postcode, email, telephone and mobile numbers), and identifiers such as your National Insurance number, pension or member reference number and employee number (where applicable);
- details of your family, lifestyle and social circumstances. This could include details about your current marriage or civil partnership, any previous relationships and details of your family and dependants;
- employment details such as your earnings, length of service, employment and career history, recruitment and termination details, absence record, job title and job responsibilities;
- other financial details such as about any other income, other pension arrangements, bank account details (e.g. to process pension payments) and tax code;
- data about your physical or mental health (where there is a legal basis for the processing of such data under the Data Protection Laws – see below); and



- data about criminal convictions if these relate to money owed to the employer in circumstances where the employer is entitled to be reimbursed from your benefits.

Failure to provide personal data that we request may hinder our ability to fulfil the necessary requirements for your membership of the Scheme.

### **Why do we hold personal data?**

We hold personal data because we need it to administer the Scheme. Without your personal data, we cannot provide you and your dependants with the correct benefits, at the right time. For example, we may need this to verify your membership of the Scheme, to calculate your pension or to assess whether you are entitled to a specific benefit or how the tax rules apply to you.

We may use unique identifier information, such as your National Insurance number, pension or member reference number and employee number (where applicable) for the purposes of sending communications to you and verifying your identity.

In some instances, we may need to hold and process data relating to your physical or mental health, for example if you are applying for a pension on grounds of ill-health. We will ask for your explicit consent to process this data, unless there is an alternative legal basis for processing this data under the Data Protection Laws. Once you have given your consent, you can withdraw it at any time by writing to us using the contact details below.

### **Using your personal data in accordance with Data Protection Laws**

Data Protection Laws require us to meet certain conditions before we are allowed to use your personal data, which means your data will be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- relevant to the purpose we have told you about and limited only to those purposes;
- so far as possible, accurate and kept up to date;
- kept only as long as necessary for the purpose we have told you about; and
- kept securely.

We rely on a legal basis that allows us to use your personal data to comply with our legal obligations in relation to the Scheme. We rely on a condition known as 'legitimate interests' in order to use this personal data in the way described in this privacy notice. We have a legitimate interest in collecting and processing your personal data as we need this to administer the Scheme and to provide benefits for you and your dependants.

We will keep the amount of personal data collected and the extent of any processing to the minimum required.

We will only process 'sensitive' or 'special categories' of personal data under the Data Protection Laws (e.g. data about your health) where you have explicitly consented to this or where there is an alternative legal basis for processing this data under the Data Protection Laws. This may mean that you will be asked to sign consent forms in the future. If you don't consent to our processing this information when asked to do so, it may mean that we are unable to pay benefits to you or your dependants. Once you have given your consent, you can withdraw it at any time by writing to us using the contact details below.



We will only process data about criminal convictions if these relate to money owed to the employer in circumstances where the employer is entitled to be reimbursed from your benefits and either you consent to this or the processing is necessary for the exercise of a legal claim by the employer.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

### What do we do with the information?

We may use your personal data for a number of purposes relating to the administration of the Scheme, including the following:

- to calculate and pay benefits, which 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 and 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 and reference purposes;
- for internal record keeping;
- for risk management purposes, including the insurance or management of longevity risks and related demographic risks;
- 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; and/or
- in connection with any sale, merger, acquisition, disposal, reorganisation or similar change of H+H UK Limited (the “**Company**”) or H+H International A/S (the “**Group**”).

### How long do we keep your personal data for?

We will hold your personal data on our systems for as long as is necessary for the Scheme to provide benefits to you or your dependants.

So, for example, if your pension is paid from the Scheme when you retire, we will hold your personal data for the rest of your life, until your pension ceases on your death. If a pension is payable to any of your dependants after your death, we will continue to hold your personal data until their pensions cease. We will also continue to hold your personal data for an indefinite period after all benefits payable to you and your dependants have ceased, in case there are any further queries about your membership of the Scheme.

If you cease to be a member of the Scheme (e.g. because you transfer your benefits to another pension arrangement), we will hold your personal data for as long as you are a member and for an indefinite period after you cease to be a member, in case any further queries arise about your membership of the Scheme.



## Who do we share the information with?

We share your personal data with the Scheme's administrator, which is currently Capita Employee Solutions.

Where required for the purposes of administering the Scheme, we may also share your personal data with:

- the Scheme's service providers, professional advisers and auditors. This includes the Scheme actuary (Kate Hulme-Vickerstaff and her employer First Actuarial) It also includes the Scheme's legal advisers Burges Salmon LLP, auditors Saffery Champness LLP, insurers, investment managers, banks and other organisations which advise the Trustee;
- any financial adviser or other organisation appointed by the Trustee or the Company 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;
- the Company and their professional advisers;
- regulators, government departments, law enforcement authorities, tax authorities and insurance companies;
- any relevant ombudsman, dispute resolution body or the courts; and
- persons in connection with any sale, merger, acquisition, disposal, reorganisation or similar change of the Company or the Group.

Some of these entities may also be controllers under the Data Protection Laws. However, in the first instance you should contact the Trustee using the contact details below if you have any queries.

All of these entities are required to take appropriate security measures to protect your personal data in line with our policies, and to comply with the requirements of the Data Protection Laws. We do not allow our third-party service providers (processors) to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## Where we store your personal data

The data that we collect from you will usually be stored inside the UK.

However, if you live or work outside of the UK, we may need to transfer your personal data outside of the UK to respond to any queries that you may have. Where this applies, we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice and Data Protection Laws.

We also may transfer data outside the UK where the Scheme's service providers, professional advisers or auditors host data outside the UK. Where we do this, we will ensure that the transfer is to a country covered by an adequacy regulation or, if not covered by an adequacy regulation, ensure that appropriate safeguards are in place such as binding corporate rules, standard contractual clauses approved by the UK Information Commissioner's Office (the "UK ICO"), an approved code of conduct or a certification mechanism. Please contact us if you want further information on the specific mechanism used by us when transferring your personal data outside the UK.



## Your rights in relation to your personal data

The accuracy of the data that we hold about you is important to us. If any of the personal data that we hold is inaccurate or out of date, please let us know using the contact details set out at the end of this notice.

You have a number of rights under the Data Protection Laws in relation to the way we process your personal data, namely:

- to access your data;
- to have your data rectified if it is inaccurate or incomplete;
- in certain circumstances, to have your data deleted or removed;
- in certain circumstances, to restrict the processing of your data;
- in certain circumstances, to object to the processing of your data;
- a right of data portability, namely to obtain and reuse your data for your own purposes across different services;
- to object to direct marketing (although we do not carry out direct marketing);
- to request the transfer of your personal information to another party;
- not to be subject to automated decision making (including profiling), where it produces a legal effect or a similarly significant effect on you (we do not use automated decision making); and
- complain to the UK ICO, the UK supervisory authority for data protection issues . We would, however, appreciate the chance to deal with your concerns before your approach the ICO so please contact us in the first instance.

If you wish to exercise any of these rights, please contact the Trustee via the contact details below in the "Contact Us" section.

We will aim to respond to any request received from you within one month from your request. Access to your data will usually be provided free of charge, although in certain circumstances we may make a small charge where entitled to do so under the Data Protection Laws.

Please note that we may be unable to delete or remove your data whilst we still need this to administer the Scheme – see the section 'How long do we keep information for?' above.

## Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.



### **Any complaints?**

If you are not happy with the way in which your personal data is held or processed, please contact us using the details below. You also have the right to complain about data protection matters to the UK ICO.

The UK ICO is the UK's independent body set up to uphold information rights. You can find out more about the ICO on its website (<https://ico.org.uk/>). The ICO can be contacted by calling 0303 123 1113.

### **Changes to this privacy notice**

This privacy notice is current as at 6<sup>th</sup> June 2024.

We keep our privacy notice under regular review, and may change it at any time. We will tell you about any significant changes.

### **Contact us**

If you have any queries about this privacy notice, or wish to exercise any of the rights above, or for any general questions about the Scheme, please contact:

Company Secretary  
H+H Celcon Pension Fund Trustee Limited  
Celcon House  
Ightham, Sevenoaks  
Kent  
TN15 9HZ  
Tel: 01732 880510

Dated 6<sup>th</sup> June 2024