



Trustees of the McCain Foods (GB) Limited

Pension and Life Assurance Scheme

Registered Office Havers Hill, Scarborough, North Yorkshire, England, YO11 3BS

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Personal information and what we do with it

As Trustees of the Scheme, we need personal information about you to run the Scheme and pay benefits. Because we are, in legal terms, a 'data controller' in respect of this information, we need to tell you some things about the personal information we have about you and what your rights are in relation to it.

The Scheme actuary is a joint data controller with the Trustees for your personal information and this privacy notice applies to that joint use - with the Trustees being the point of contact for exercising GDPR rights about that joint use.

What personal information we have

We hold some or all of the following types of personal information about you:

- Your name, date of birth, national insurance number and (where benefits are in payment) bank account information.
- Contact details (including your address, phone number and email address).
- If your benefits from the Scheme derive from your employment, details of your employer when you were building up benefits in the Scheme, how long you worked for them and your salary from time to time.
- Whether you are married or in a civil partnership, your nominated beneficiaries and other information we might need to pay any death benefits due in relation to you.
- If your benefits from the Scheme form part of a divorce settlement, details of that settlement.

We may sometimes use other information about you. This could include information about your health where it is relevant to, for example, early payment of benefits from the Scheme, or details about personal relationships to determine who should receive benefits on your death. We would need to use this type of health information if you require your payslips or pension increase letters in Braille or in large text due to visual impairment.

We might also, very rarely, have information about criminal convictions and offences where it is relevant to your entitlements under the Scheme or where it is relevant to anyone claiming in relation to your entitlements under the Scheme.

Where we get personal information from

Some of the information we have comes directly from you. We may also get information (such as your salary and length of service) directly from your employer or the McCain Pensions Department.

Sometimes we get information from other sources: for example, another scheme if you have transferred benefits from that scheme; government departments such as HMRC and DWP; and publicly accessible sources (e.g. the electoral roll) if we have lost touch with you and we are trying to find you.

If we ask you for other information in the future (for example, about your health), we will explain whether you have a choice about providing it and the consequences for you if you do not do so.

Our legal basis for using your personal information, including how we share it

The Trustees must by law provide benefits in accordance with the Scheme's governing documentation and must also meet other legal requirements in relation to the running of the Scheme.

We will use your personal information to comply with these legal obligations, to establish and defend our legal rights, and to prevent and detect crimes such as fraud. We may need to share your personal information with other people for this reason, such as courts and law enforcement agencies.

We also have a legitimate interest in properly administering the Scheme. This includes: paying benefits as they fall due; purchasing insurance contracts; communicating with you; and ensuring that correct levels of contributions are paid, benefits are correctly calculated and the expected standards of Scheme governance are met (including standards set out in Pensions Regulator guidance). A balancing test has to be applied when we rely on legitimate interests, as between our interests and the interests, rights and freedoms of Scheme members and pensioners. We check whether our members and pensioners' interests are outweighed or prejudiced by our own legitimate interests (or the legitimate interests of third party with whom we propose to share personal data – such as insurers when a policy of insurance is arranged in relation to the Scheme) before we seek to rely on this processing ground.

In order to achieve our legitimate interest in properly administering the Scheme, we may share your personal information with various people, including: any new trustees; employers relevant to the Scheme (see below); the Scheme administration team; the Scheme actuary; our professional advisers (e.g. lawyers); independent financial advisors who are engaged by us or by the sponsoring employer in relation to pensions related exercises; claims management companies (at the request of a member); auditors; insurers; HMRC; the Pensions Ombudsman; printers; and IT service providers and data storage or hosting providers. If your pension is transferred to another scheme, we will also need to provide the administrators of that scheme with information about you.

The Scheme's sponsoring and participating employers may have a legitimate interest in contacting you about your benefits under the Scheme, and any additional options which may be available to you in relation to those benefits. In such circumstances, we may share your personal information with the relevant employers so that they can contact you for that purpose.

When we need to use information about your health (or other very personal or sensitive information which is known as special categories of personal data), we may ask for your explicit consent. However, sometimes there may be reasons of public interest or law which enable us to use this information without explicit consent, and we will do so where that is necessary for us to run the Scheme in a sensible way. You can withdraw your consent at any time by contacting us using the contact details given below. This may affect what we can do for you, unless we have another lawful reason for using your information. Sometimes we need to use your special categories of personal data in order to establish, exercise or defend legal claims.

We may also share your personal information with someone else where you have given your consent – for example, where you transfer your benefits out of the Scheme.

Sometimes, your information may be used for statistical research, but only in a form that no longer identifies you.

Scheme actuary

The Scheme actuary is appointed by the Trustees to value the Scheme benefits and carry out other calculations in relation to your Scheme benefits. He or she will use your personal information for this purpose and has a legitimate interest in doing so. The Scheme actuary will also use your personal information to comply with his or her own legal obligations, and may need to share your details with other people for legal reasons, such as courts and law enforcement agencies. He or she may also share it with his or her own professional advisers, auditors and insurers, IT and data storage or hosting providers.

How to contact the other people we give your personal information to

Some of the people we mention above just use your personal information in the way we tell them. However, others may make their own decisions about the way they use this information to perform their services or functions, or to comply with regulatory responsibilities as controllers in their own right. In this case, they are subject to the same legal obligations as us in relation to this information, and the rights you have in relation to your information apply to them too.

If you want any more information from any of these recipients or to exercise any rights in relation to the information they hold, please contact us and we will put you in touch with them.

How long we keep your personal information for

We will not keep Member or Beneficiary personal data for longer than is necessary to achieve the purposes for which it is held.

For so long as any benefit is payable from the Scheme to or in respect of a Member or Beneficiary, we will retain so much of their personal data as is necessary to ensure that we can pay the benefit correctly.

When a Member or Beneficiary dies or transfers their benefits out of the Scheme, we will continue to hold so much of their personal data as we consider is necessary following such event(s). The reason that we keep a limited but necessary tranche of personal information in such cases is so that we can continue to achieve the purposes for which that data is held and deal with any queries in relation to mistakes or potential underpayments or overpayments for as long as the law requires us to do so. We do not want to be in a position where we are unable to satisfy our legal obligations and/or respond to a query or complaint from a former Member or Beneficiary.

We will keep personal data long enough to make sure that we can satisfy our legal obligations in relation to the Scheme and pay any benefits due to or in respect of the Member or Beneficiary.

We will keep our record retention criteria under review to ensure that we are not keeping personal information for longer than necessary, having regard to the purpose(s) of its processing.

Your rights in relation to your personal information

You have rights in relation to the personal information we have about you. You have the right to:

- make a request to have your personal information corrected if it is inaccurate, and completed if it is incomplete;
- in particular circumstances, restrict the processing of your information;
- in particular circumstances, ask to have your information erased;
- request access to your information and to obtain information about how we process it;
- in particular circumstances, move, copy or transfer your information;
- in particular circumstances, object to us processing your information;
- not be subject to automated decision-making including profiling where it produces legal or other significant effects on you.

You can exercise all of these rights free of charge except in some very limited circumstances, and we will explain these to you where they are relevant.

Our contact details for exercising these rights are set out below and we can supply more information about these rights to you on request.

Keeping your information safe

When we pass your information to a third party, we seek to ensure that they have appropriate security measures in place to keep your information safe and to comply with general principles in relation to data protection.

Some of the people we share your information with may process it overseas. This means that your personal information may on occasion be transferred outside the UK and the European Economic Area. Some countries already provide adequate legal protection for your personal information, but in other countries, additional steps will need to be taken to protect it.

You can contact us for more information about the safeguards we use to ensure that your personal information is adequately protected in these circumstances (including how to obtain copies of this information).

Queries and further information

If you want more information about what we do with your information and what your rights are, the Trustees can be contacted at:

McCain Pensions Department

Havers Hill

Scarborough

North Yorkshire

YO11 3BS

Telephone: 01723 580328

Email: pensions@mccain.co.uk

If you have concerns about the way we handle your personal data, you can contact the Information Commissioner's Office or raise a complaint at www.ico.org.uk/concerns, or call its helpline on 0303 123 1113.

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