

Appendix A – Privacy Notice

This Privacy Notice has been issued by the Trustee of the Lansing Linde Pension Scheme (the Scheme) to comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025, (together, the Data Protection Legislation).

This privacy notice summarises how and why we collect your personal information (which is information that identifies you or could identify you with other information we hold), what we do with it and what rights you have in relation to it. It covers all personal information that we collect and use in relation to the Scheme.

Data controllers

In accordance with guidance issued by the Information Commissioner's Office (ICO), the Trustee is considered a "data controller" (the holder, user and processor of personal data) for the purposes of the Data Protection Legislation. It is possible that in some circumstances other professional advisers may be considered to be data controllers. This might include the Scheme's auditor or legal advisers.

The Scheme Actuary to the Scheme is Sam Eida of Mercer Limited.

The Trustee can be contacted as follows:

The Trustee of the Lansing Linde Pension Scheme
c/o Vidett Governance Services Limited
Forbury Works
Reading, RG1 1PZ

Email: kion@vidett.com

Telephone: 0118 207 2900

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 (to the extent they are relevant for the calculation and payment of your benefits, or to the taxation of your benefits from the Scheme).
- Employment history, including employment dates and historic pay records.
- Bank account details for payment of benefit instalments, HMRC tax code.

- If you have used a pensions dashboard, an electronic pensions identifier.

Your personal data is provided to the data controllers by the principal and/or participating employer of the Scheme 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. We will keep your personal information for as long as we have a relationship with you or your dependants. When deciding how long to keep your personal information after that relationship ends, we take into account our legal obligations and regulators' expectations.

The Trustee shares your data with the Scheme's administrator, Aptia, the Scheme Actuary, the sponsoring employers and AVC providers. They may also share data with the Trustee's other professional advisers (including the legal adviser, Scheme Auditor and pension consultants), regulatory bodies (including, but not limited to, HM Revenue and Customs, the Department for Work and Pensions and the Pensions Regulator), and relevant insurers including Canada Life (a UK regulated bulk annuity providers with whom the Trustee has secured members' benefits). The Trustee may also share your data with a qualifying pensions dashboard provider or the Money and Pensions Service to ensure your information is available to be viewed as a dashboard service, to enable us to comply with our pensions dashboard duties. We have measures in place to protect your data and when sharing your personal data with the administrator or another third party we will make sure that they too have appropriate measures in place to protect your data.

Your data may be shared by the Scheme administrator with sub-processors for particular outsourced activities such as bulk printing jobs, confirmation of address/existence, offsite backup and archive.

The Scheme administrators, on behalf of the Trustee, 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 Trustee's **legal obligation** to run the Scheme in accordance with the Trust Deed and Rules. The Scheme administrators will also use your personal data for compliance purposes, for instance to assist us in complying with your duties in relation to pensions dashboards. The Trustee 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 Trustee's **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 Trustee 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
- Comply with our duties in relation to pensions dashboards.

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

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

Where we store your personal data

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

However, if you live or work outside the UK, we may need to transfer data outside of the UK to respond to any queries that you may have. Data may also be transferred outside the UK where the Scheme's service providers or third party providers such as insurers store data in a country outside the UK. Where this applies, we will take all steps reasonably necessary to ensure that data is treated securely and in accordance with this privacy notice.

These transfers will be governed by Data Protection Legislation. We may transfer data outside the UK to a country which the UK government considers ensures a level of protection that is not materially lower than UK standards. This includes countries in the European Economic Area (EEA). If the transfer is not one that would be approved by the UK government, we may only transfer data if appropriate safeguards are in place and we consider that the level of protection provided for data subjects is not materially lower than UK standards. You can contact us if you would like more information about these safeguards.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data internationally.

From time to time, we may need to share Scheme personal information with other organisations in order to administer the Scheme. In keeping with our duty to act in the best interests of Scheme beneficiaries and our other legal obligations, we will only share personal information when necessary and fair, and when we are satisfied that it will remain secure.

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, ie request to see the personal data held about you.
- You have the right to have your personal data rectified if it is inaccurate or incomplete.
- You have the right to request that your personal data is 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 complain to the Trustee.
- You have the right to complain to the ICO.

If you would like to discuss or exercise any of these rights, please contact us at the address above.

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

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

Any complaints?

If you are not happy with the way in which your personal information is held or processed, or believe that your data protection rights have been infringed, you have the right to raise a complaint with us.

You can contact us using the contact details provided at the start of this notice.

We aim to resolve complaints as quickly as possible and within a reasonable timeframe, taking into account the nature and complexity of your complaint.

If you are not happy with our response, you can raise a complaint with the ICO.

The 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 123 113 or via its website at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>