

Highland Distillers Pension Scheme (the "Scheme")

Privacy Notice

This notice explains how the Trustees of Highland Distillers Pension Scheme (the "Trustees") use and protect the personal information that they hold about members and other beneficiaries of the Scheme. Contact details for the Trustees are set out at the end of this notice.

The Trustees are a "controller" for the purposes of data protection laws.

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

What is personal information?

Personal information broadly means information that identifies (or which could, with other information that we hold or are likely to hold, identify) a living individual.

This includes any information provided to us by or on behalf of you, your employer or HMRC in relation to your actual or potential membership of the Scheme.

What types of personal information might we hold about you?

We will collect and process the information about you 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 information about you that is provided to us by your employer or by HMRC.

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

- personal details such as your name, gender, age, date of birth, contact details (eg 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 (eg to process pension payments) and tax code;
- information about your physical or mental health (where there is a legal basis for the processing of such data under data protection laws – see below); and

- information 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.

Why do we hold this information?

We hold this information because we need it to administer the Scheme. Without your personal information, we cannot provide you and your dependants with the correct benefits, at the right time. For example, we may need this information 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 information 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 this, unless there is an alternative legal basis for processing this information under data protection law. Once you have given your consent, you can withdraw it at any time by writing to us using the contact details below.

Using your information in accordance with data protection law

Data protection law require us to meet certain conditions before we are allowed to use your personal information in the way described in this privacy notice.

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

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

We will only process 'sensitive' or 'special categories' of personal information under data protection law (eg information about your health) where you have explicitly consented to this or where there is an alternative legal basis for processing this information under data protection law. 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 information 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.

What do we do with the information?

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

- 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 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;
- in connection with any sale, merger, acquisition, disposal, reorganisation or similar change of Highland Distillers Limited's business.

How long do we keep your information for?

We will hold your personal information 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 information 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 information until their pensions cease. We will also continue to hold your information 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 (eg because you transfer your benefits to another pension arrangement), we will hold your information 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 information with the Scheme's administrator, currently Hymans Robertson LLP.

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

- the Scheme's service providers, professional advisers and auditors. This includes the Scheme actuary (who is currently Kerry Lindsay) and her employer Hymans Robertson LLP. It also includes the Scheme's legal advisers Pinsent Masons, auditors, insurers, investment managers, banks and other organisations which advise the Trustees;
- any financial adviser or other organisation appointed by the Trustees or Highland Distillers Limited 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;
- Highland Distillers Limited 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 Highland Distillers Limited's business.

Some of these entities may also be controllers under data protection law. However in the first instance you should contact the Trustees using the contact details overleaf if you have any queries.

Where we store your personal data

The data that we collect from you will be stored inside the UK or the European Economic Area (EEA). However, if you live or work outside of the UK or the EEA, we may need to transfer your personal data outside of the UK or the EEA 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.

Your rights in relation to your personal information

The accuracy of the information that we hold about you is important to us. If any of the information 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 data protection law 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;
- 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);
- 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
- to claim compensation for damages caused by a breach of data protection law.

If you wish to exercise any of these rights, please contact the Trustees of Highland Distillers Pension Scheme.

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 data protection law.

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.

Any complaints?

If you are not happy with the way in which your personal information is held or processed, please contact us using the details at the end of this notice. You also have the right to complain about data protection matters to the Information Commissioner's Office (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 1113.

Changes to this privacy notice

This privacy notice is current as at December 2022. 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, the Scheme, or wish to exercise any of the rights above, please contact:

The Trustees of Highland Distillers Pension Scheme
c/o Hymans Robertson LLP
20 Waterloo Street
Glasgow
G2 6DB

Tel No: 0141 566 7527

Email – edringtonpensions@hymans.co.uk

December 2022