

Privacy Notice to members of the I.F.F.  
(G.B.) Pension and Life Assurance Plan

International Flavours & Fragrances (Pension Trustees) Limited as the Trustee of the I.F.F. (G.B.) Pension and Life Assurance Plan ('the Trustee', 'the Plan'), hold and process personal data about Plan members and their beneficiaries in order to manage the Plan. In doing so, we will continue to comply with relevant data protection legislation.

#### What the Trustee does with your data

The Trustee, as a data controller, collects and processes your personal data for the purposes of complying with its legal duties to administer the Plan, and for other legitimate purposes relating to the operation of the Plan. This includes calculating, administering and paying your benefits under the Plan or following your death, and dealing with any queries or complaints in relation to your (or your dependants') entitlement to benefits. Personal data includes your name, address, salary, years of service with the Plan employers, date of birth, NI number and contact details. The Trustee must ensure that this information is held and processed accurately, fairly and lawfully.

Whilst much of the data the Trustee holds has been provided by you, the Trustee also holds and processes data provided by third parties such as International Flavours & Fragrances I.F.F. (Great Britain) Limited as the Plan's sponsoring and participating employer ('the Employer'), any pension schemes or arrangements from which benefits have been transferred to the Plan, HMRC, DWP and other relevant regulatory bodies. The Trustee may also receive information from you about your proposed beneficiaries, who may be eligible to receive benefits on your death. We assume that you have the consent of those individuals to provide us with this information and that you will share this privacy notice with them.

We also hold some 'sensitive' data about individuals for the purposes of administering the Plan (for example information relating to ill- health or death benefits). We in most circumstances process this data as necessary for the establishment, exercise or defence of legal claims to benefits or in the performance of our legal obligations in connection with employment, social security and social protection (as allowed by legislation). If there are any occasions where we seek your explicit consent to process sensitive data, then you can withdraw it at any time.

The Trustee also shares your personal data with certain third parties involved in running the Plan, for example the Scheme Actuary and actuarial team (currently Alec Day and Hymans Robertson LLP), the Plan Administrator (currently Hymans Robertson LLP), the Plan lawyers, the Plan auditor, insurance providers, insurance and reinsurance companies (including Just Group PLC ("Just")) and any other persons who may become involved in, or responsible for, providing or communicating benefits. Other such parties may include insurers and occupational health service providers, tracing agents, and providers with whom you may have an Additional Voluntary Contributions ('AVC') policy.

A copy of Just's fair processing notice can be found at:

<https://www.wearejust.co.uk/globalassets/defined-benefits/documents/db-jrl-privacy-notice.pdf>

In some circumstances, the responsibility for your personal data is shared with the Scheme Actuary and the Trustee's legal advisers, who may process your data to comply with their professional duties as advisers to the Trustee. The Employer holds your data to comply with their legal obligations as the sponsoring and participating employer of the Plan. It has a legitimate interest in the Plan being run in a cost- effective way and may have an interest in offering certain options to members. The Trustee may share information with the Employer and its auditor and advisers for this purpose. The Employer, the Plan administrator and other advisers or insurance providers may from time to time transfer data to other countries, including outside the European Economic Area. Where such

transfers are made, the parties involved will ensure adequate safeguards are in place.

In addition, we may make your personal data available to companies and firms which are considering or have acquired the Employer or the whole or part of the Employer's business, or to the trustee(s), administrators or professional advisers of any pension scheme to or from which your rights under the Plan may be, are being or have been transferred, or to any company participating in such a pension scheme.

### Storage of your personal data

Pension benefits are paid over a long period and your right to benefits under the Plan is based on information which may go back many years. The Trustee therefore has a duty to retain relevant personal information relating to you until your membership of the Plan ends. Once your membership ends, we may decide to delete some of the data held in relation to you after 6 years. However, information may be held for longer where we consider it appropriate to ensure the Plan pays the correct benefits, and to deal with any queries relating to your benefits which may arise after that time. Hymans Robertson LLP will hold your personal data for six years after the termination of their contract with us, as this data may be required to protect them against any subsequent legal claims.

### Your rights

You have the right to access your personal data and, request that we rectify any errors in the data that we hold, or request that we erase your personal data. In some circumstances, you can also require that we restrict the way we process your personal data, object to its processing or request a copy of your personal data for the purposes of transmitting elsewhere. Where we have requested and obtained your consent to process particular information, you may withdraw that consent at any time. However, if we do not hold all the data we need to administer your benefits, we may not be able to pay out the benefits you are entitled to.

### Contact details

If you have any questions about the information held by the Trustee, the purposes for which it is held, or the Plan's data protection arrangements please get in touch with the Trustee using the contact details below. You can also request further details of the new regulations using the contact details below.

International Flavours & Fragrances (Pension Trustees)  
Limited, c/o Hymans Robertson LLP  
45 Church Street  
Birmingham  
B3 2RT  
Email: [iffsharedmailbox@hymans.co.uk](mailto:iffsharedmailbox@hymans.co.uk)  
Tel: 0121 212 8128

### Complaints

To make a complaint about how we have handled your information, please contact us as set out above. If you are not satisfied with our response to your complaint or believe our processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office using the contact details below.

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113