

## **Guinness Ireland Group Pension Scheme DATA PRIVACY NOTICE**

### **1. Your information**

This notice (the “**Privacy Notice**”) sets out how we use personal information about members of the Guinness Ireland Group Pension Scheme (the “**Scheme**”) and their dependants and nominated beneficiaries (“**you**”). Please see the section 4 – *We collect a range of information about you to carry out these purposes* for the type of information we hold about you.

We are the Diageo Ireland Pension Trustee Designated Activity Company, the Trustee of the Scheme and, for the purposes of the processing of your information in connection with the Scheme, the controller of your personal data. We take your privacy as a member very seriously and operate a strict policy in respect of your personal information. Further details are set out below.

Any information you give us is handled in accordance with this Privacy Notice and in accordance with Data Protection Legislation (meaning, as applicable, the General Data Protection Regulation 2016/679, all applicable regulations, domestic legislation and any successor legislation relating to the protection of individuals with regards to the processing of personal data to which the Trustee is subject).

Should you have any questions about this Privacy Notice and the use of your information, please see section 10 – *Other Matters*.

This Privacy Notice was last updated with effect as of and from 31 July 2019. Please contact us if you want a copy of any earlier privacy notices. This document is a notice to you and not a contract between us. We reserve the right to amend it from time to time, and will take appropriate steps to bring any such material amendments to your attention.

### **2. We need to use your information for administration of the Scheme**

We will use your information for the general administration of the Scheme. This means we will use your information for the following purposes:

- To record your contributions, track entitlements and pay benefits.
- To communicate with you in relation to your contributions, entitlements and benefits and updates about the Scheme.
- To obtain actuarial valuations and other professional advice.
- To deal with any questions and/or complaints you might raise with us.
- To conduct elections and elect trustee directors.
- To meet our on-going regulatory and compliance obligations.
- To conduct statistical and reference exercises.

We carry out these obligations because we are under a legal duty to manage the Scheme on behalf of the members.

### **3. We will also use your information for purposes connected with the Scheme**

We also use your information to carry out the following activities:

- We will manage our internal systems, processes and our use of technology, including testing and upgrading of systems. We do this because we have a legitimate interest in ensuring that our systems and processes operate correctly and effectively.
- We will provide you with newsletters and flyers, and obtain your feedback about the operation of the Scheme. We do this because we have a legitimate interest in keeping you up to date with developments affecting the Scheme and to check we are running the Scheme effectively.
- We will try to locate you if you move without providing us with new contact details. We do this as we have a legitimate interest in being able to contact you about the Scheme and to pay your benefits.
- We will seek to confirm if you are still entitled to your benefits by confirming that you are still alive and that your dependants are still entitled to any benefits they receive. We do this as we have a legitimate interest in paying benefits only to those entitled to them.
- We disclose your information to third parties at your request, such as in relation to transfers to other schemes. We do this because you have consented to this disclosure.
- We will undertake activities from time to time to help us manage the liabilities of the Scheme, such as obtaining life insurance, longevity hedging, scheme mergers, bulk transfers, pension increase exchanges and bulk/enhanced transfer value exercises. In the event that we do so, it is because it is in our legitimate interests to ensure the Scheme can continue to meet its liabilities.
- We will consider requests by you to access your benefits on the grounds of ill-health. This will require us to consider information about your medical condition. You will be asked to consent to this use at the time you ask us for those benefits.
- We will keep details of any beneficiary you nominate to receive your benefits. You will be asked to consent to this at the time you submit your nomination and also be asked to confirm that you have the authority to share any such information you provide relating to your beneficiaries.

### **4. We collect a range of information about you to carry out these purposes**

To carry out these purposes we hold and use the following information about you:

- Personal details such as your name, gender, date of birth, home address including postcode, telephone number, e-mail address, personal public service number, bank account details, dependants and country of residence.
- Information relating to your employment, including employer, dates of employment, job title, employment grade, employment location, details of any international assignment and membership of any other Diageo group pension schemes.
- Information relating to your benefits, including your member identifying number, login information relating to your online account, the date you joined or left the Scheme, your earnings, pensionable earnings, the category and value of contributions and benefits that you receive, your retirement age, details of any previous pension rights transferred into the

Scheme, details of retained benefits you hold with other pension schemes, details of any breaks in service or part time hours worked, information on any severance payments on leaving, the amount of your pension fund at certain points of the year and related tax calculations, and any relevant matters impacting your benefits such as additional voluntary contributions, pension adjustment orders (including information in divorce or dissolution certificates), tax protections or other adjustments.

- In certain cases, special categories of personal data such as your marital status or information concerning your health (e.g. in the case of ill-health early retirement and ill-health reviews, and where incapacity or similar reasons determine the benefits paid to you).
- Records of communications with you (including any complaints).

We will obtain some of this information from you. We also obtain information from your (current and former) employer, in certain circumstances your relatives or relevant legal advisors, other pension schemes, Capita Employee Benefits Limited, our AVC provider (presently Irish Life), the General Register Office, tracing agents, solicitors, and relevant medical professionals.

#### **5. We may need to disclose your information to third parties**

To carry out these purposes we also need to disclose your information to the following third parties:

- Service providers and their subprocessors who use the information on our instructions. We use service providers (Capita Employee Benefits Limited ) to administer the Scheme on our behalf, provide us with information technology services, archive our records, send mailings and run our payroll.
- Other bulk mailing services providers (presently ADM Group);
- Our professional advisers to obtain legal, actuarial, audit and medical advice (currently William Fry, Willis Towers Watson Ireland, Ernst & Young and OTACS (Occupational Health Training and Consultancy Services), respectively) and advisers we engage from time to time in relation to specific projects.
- Our provider of additional voluntary contributions (currently Irish Life).
- Tracing agents who locate missing members and confirm continuing entitlement to benefits.
- The Pensions Authority, the Office of the Revenue Commissioners and other regulatory bodies.
- The Financial Services and Pensions Ombudsman.
- Your employer or former employer.
- Members of the Diageo Group and their professional advisors for other relevant purposes, such as audit purposes (the Diageo Group auditor is currently PwC) or in relation to corporate transactions initiated by the Diageo Group, and to allow you to flex your benefits including your pensions options.
- Insurance, reinsurance companies and independent financial advisers where we seek to manage the liabilities of the Scheme.
- Third parties to whom you ask us to disclose your information, for example where you wish to transfer your pension.

We will also disclose your information to third parties where we are required to disclose that information by law or by an order of the court.

## **6. We may transfer your information outside the EU**

The use and disclosure of your information for the purposes set out above may involve transferring your information to countries outside of the European Economic Area.

In such cases, except where the relevant country has been determined by the European Commission to ensure an adequate level of data protection, we will ensure that the transferred information is protected in compliance with applicable data protection rules. To ensure an appropriate level of protection, we typically use a data transfer agreement in the appropriate standard form approved for this purpose by the European Commission or (where applicable) relevant authority in Ireland. Further details of these transfers and information relating to these agreements are available from us on request.

If you are based outside the EU, we will transfer your information outside the EU if you ask us to transfer your information to an overseas pension provider. We will also transfer your information outside the EU in order to trace you if we lose contact with you, and to confirm your continuing entitlement to benefits. We do this because you have consented to this disclosure to allow us to make such overseas payments.

## **7. Retention of your information**

We keep your information for the longer of the period required in order to meet our legal or regulatory responsibilities, and the period envisaged within our record retentions policy. We determine the period envisaged within such documentation with regard to the Scheme's operational and legal requirements, such as facilitating the payment of benefits to you or your nominated beneficiaries, calculating and managing the liabilities of the Scheme, and responding to legal claims or regulatory requests.

In accordance with our data retention policy, we will retain your information for 12 years after the life of the Scheme.

## **8. Security**

We take the security of your personal information seriously and have put in place appropriate technical and organisational measures designed to safeguard the information we collect and use.

We operate privileged access on users accounts via 'access security profiles' so that access to your data is limited strictly to those teams who require such access to process your data.

However, the transmission of information via the internet and e-mail is not completely secure and we cannot guarantee the security of your information transmitted to our site. We therefore recommend that you do not include any unnecessary confidential, proprietary or sensitive information in your application or subsequent e-mails.

## **9. Your rights over your information**

You have rights under data protection law to access and correct your information and (in certain circumstances) to restrict its use, have it deleted or to require certain of your information to be transferred to you or a third party.

In relation to accessing your information, whilst we are required to complete your request free of charge, we are allowed to reject requests if they are repetitive, manifestly unfounded or excessive. Where appropriate, we will respond to explain why we believe we are not obliged to fulfil the request.

You also have the right to object to the processing of your information in certain circumstances.

You can seek to exercise any of these rights by contacting us at the address set out below.

You also have the right to withdraw your consent to the use of your information, to the extent such use is based on your consent. You can notify us of your withdrawal of consent by contacting us at the address set out below.

You can also lodge a complaint about our processing of your personal information with a supervisory authority in the Member State where you habitually reside or work, or where a breach has taken place. Details for the Data Protection Commission (previously the Office of the Data Protection Commissioner) in Ireland are available at [www.dataprotection.ie](http://www.dataprotection.ie)

## **10. Other matters**

To contact us about the matters set out above, please use the following details:

Diageo Pension Team  
Capita  
PO Box 555  
Stead House  
Darlington  
DL1 9YT

or by email to [diageopensions@capita.co.uk](mailto:diageopensions@capita.co.uk)