

## PRIVACY NOTICE

Ross Trustees Services Limited t/a Independent Governance Group Limited (an independent professional trustee company) is the professional corporate sole trustee (the '**Trustee**') of the Paper Converting Machine Company Limited Staff Pension Plan (the '**Plan**').

Ross Trustees Services Limited t/a Independent Governance Group Limited is a private company limited by guarantee, registered in England & Wales with company number 07904277.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation 2018 ("GDPR"; together the "data protection laws") and controls how personal information is used by organisations, businesses or the government. For the purposes of GDPR and legislation implementing data protection laws in the UK, the Trustee are a data controller. In this Privacy Notice the terms "we", "us" and "our" refer to the Trustee.

We take your privacy seriously, and we are committed to protecting it. This Privacy Notice explains how we will use any personal information that we collect from you or that is provided to us by you or a third party in connection with your membership of the Plan.

From time to time we may make changes to this Privacy Notice.

### Information we collect about you

You, and Paper Converting Machine Company Limited (the '**Company**') in its capacity as principal employer of the Plan, have provided us, and may in future provide us, with information relating to your employment with the Company and your membership of the Plan.

We hold the following information:

- personal details such as your name, date of birth, email and postal address, national insurance number, and, if relevant, details about any ill-health you have suffered or are suffering;
- family details such as whether you are married or in a civil partnership, and details about your children, dependants and other family members;
- employment details such as the pensionable pay you received while in employment, any bonuses you received, and your length of service; and
- if you have already started receiving your pension we will hold information such as your bank account details.

### How we use your information

We use your information to ensure the effective, efficient and accurate management of the Plan in accordance with the Plan Rules and the law. This includes using your information to enable us to calculate and pay the correct pension benefits during your lifetime and on your death. We may use your information to enable us to communicate with you.

To use your personal information, we must have a lawful basis for doing so. Mostly, the reason that we have for using your information is to enable us to carry out the role of trustee of the Plan (known as 'legitimate interest'). Without using your information, we could not operate the Plan effectively. However, in some

situations, we are required by law to use your information, and in limited circumstances we can only use your information where we have your consent to do so. If your consent is needed, and has not already been obtained, we will not use your information until we have sought and obtained your agreement.

### **Who we share your information with**

We will not sell your personal information and we will not transfer it outside of the EEA without appropriate safeguards in place. We will only share your personal data with selected recipients and only where it is necessary to do so for the purposes mentioned above in relation to how we use your information. As at the date of this Privacy Notice, we share your information with the following persons for the following reasons:

- The Plan Actuary, currently Louise Gibbs. Information is also shared with her employer, Aon Solutions UK Limited. The Plan Actuary and Aon Solutions UK Limited are classed as data controllers when providing actuarial, consultancy and secretarial services. For more information on how Louise Gibbs and Aon Solutions UK Limited use your data, please consult their Privacy Notice: <https://www.aon.com/unitedkingdom/retirement-investment/retirement-investment-services-privacy-statement.jsp>
- Aon Solutions UK Limited to enable it to provide administration and pension payroll services to the Plan. (Aon Solutions UK Limited is classed as a data processor when providing these services to the Plan.)
- Mercer Limited to enable it to provide investment consultancy services to the Plan. Further information can be found at [www.uk.mercer.com](http://www.uk.mercer.com)
- The Plan auditor, currently Menzies LLP, to enable it to complete the audit of the Plan's Annual Report and Accounts. More information can be found at: [www.menzies.co.uk](http://www.menzies.co.uk)
- Eversheds to provide legal advice to the Plan. More information on how Eversheds use your data can be found at [www.eversheds-sutherland.com](http://www.eversheds-sutherland.com)

We may also seek to share your data with insurance companies for the purposes of securing benefits where appropriate, and your data would be shared on an anonymised data wherever possible. Whenever we share your information with a third party, that party is required to enter into a binding agreement that they will use your information only for the purposes for which it is provided, and that they will not pass it on to any other person.

In certain circumstances, we may be required to disclose or share your personal information to comply with a legal or regulatory obligation (for example, we may be required to disclose personal information to the police, local or foreign regulators or to judicial or administrative authorities) or where disclosure is both legally permissible and necessary to protect or defend our rights or protect your rights or those of the public.

Any personal information held by us and any third-party will be treated as confidential. We will not sell your personal information to third parties.

## **Keeping your information secure**

The security of your personal information is important to us. We will take all steps reasonably necessary to ensure that your personal information is kept safe and secure in accordance with data protection laws. We will take appropriate measures to protect your personal information against loss, theft, and unauthorised use.

At present data is not transferred outside the EEA but if in the future any of the advisers or the Trustee do transfer personal data, appropriate safeguards will be put in place.

## **How long we will keep your information**

Pension benefits build up and are paid over a long period so we need to retain your details until at least 6 years after your final benefits are paid. If a spouse's or dependant's pension is payable on your death, this may mean that we keep your personal information for some time even after you have died.

We will not keep information longer than it is needed. Once your information is no longer needed, we will take reasonable steps to securely destroy it.

## **Your rights regarding your information**

Under data protection laws, you have increased rights in relation to your personal information.

You have the right to access information that we hold about you, and to obtain certain information about how we use your information and who we share it with. In some situations we may be exempted from providing this information, for example, if doing so would reveal personal information about another person.

You have the right to have any errors in the information held about you corrected. If you wish to request a correction, please explain in detail why you believe the personal information we hold is inaccurate or incomplete.

You also have certain additional rights, for example to have your personal information permanently deleted, to request that we stop processing your personal information, and to request that we transfer your personal information to another party. If the reason why we are able to process your personal information is because you have given consent for us to do so, you may withdraw that consent at any time.

If you would like to exercise any of these rights, please contact us using the contact details at the end of this Privacy Notice. We will need to verify your identity before we can respond to your request.

## **Complaints**

You also have a right to make a complaint about how we use your personal information. Please contact us in the first instance and we will do our best to resolve the matter to your satisfaction.

This does not affect your legal right to complain to the Information Commissioner's Office, which is the UK data protection supervisory authority. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline (0303 123 1113).

## Contact us

If you have any questions, comments or requests regarding this Privacy Notice or use of your personal information, please get in touch.

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July 2025