



William Jackson Pension Plan Privacy Notice

1. Introduction

This Privacy Notice explains how we collect, use, and protect your personal data in relation to your membership of the William Jackson Pension Plan ("the Plan"). We are committed to ensuring your privacy is protected and to complying with our obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

The Trustee of the Scheme is the data controller responsible for your personal data. You can contact us at:

grouppensions@wjfg.co.uk
Pensions Department, William Jackson Food Group Ltd
The Riverside Building, Livingstone Road
Hessle, East Yorkshire, HU13 0DZ
01482 301214

3. What Personal Data We Collect

We may collect and process the following types of personal data:

- Name, date of birth, gender, marital status, nationality
- National Insurance number
- Contact details (address, email, telephone number)
- Employment history and salary details
- Pension contributions and entitlements
- Bank account details for pension payments
- Information about your spouse, civil partner, or dependents
- Health information (for ill-health retirement cases)
- Copies of identification documents (e.g. passport, birth/marriage certificates)

4. How We Collect Your Data

We collect your data from:

- You directly (via forms, correspondence) or your spouse/ dependents
- Your employer or former employer
- Scheme administrators and professional advisers
- HMRC and other statutory bodies



5. Why We Use Your Data

We use your data to:

- Operate the Plan and Administer your pension benefits
- Maintain accurate records
- Communicate with you
- Comply with legal and regulatory obligations
- Make decisions about benefits (e.g. early retirement, death benefits)

6. Legal Basis for Processing

We process your data under the following lawful bases:

- Legal obligation: to comply with pension and tax laws
- Legitimate interests: to manage the Scheme effectively
- Consent: where required for sensitive data (e.g. health information)

7. Sharing Your Data

We may share your data with:

- Scheme administrators (Trustees and internal administration teams)
- Actuaries, auditors, legal advisers
- HMRC and regulatory authorities
- Your employer (for employment-related data)
- Insurers (who we insure your specific benefits with)
- Beneficiaries or executors (in the event of death)

We ensure all third parties comply with data protection laws and have appropriate safeguards in place. These third parties may transfer your personal data outside the European Economic Area (EEA) to jurisdictions that may not provide the same level of protection as within the EEA. Where such transfers occur, we will ensure that appropriate safeguards are implemented to protect your data in accordance with applicable laws.

8. Data Retention

We retain your data for as long as necessary to administer your benefits and meet legal obligations. This may extend beyond your membership or lifetime.

9. Your Rights

You have the right to:

- Access your personal data and request corrections/amendments
- Lodge a complaint with the Trustees and the Information Commissioners Office – please see the Plan's Internal Dispute Resolution policy for further information.



10. Contact and Complaints

If you have questions or concerns about how your data is handled, please contact the Trustee using the details above (section 2).

If you are not satisfied with our response or believe we are processing your personal information not in compliance with your jurisdiction's Data Protection law, you can lodge a complaint with the Information Commissioner's Office using the link <https://ico.org.uk>