

BASF UK Group Pension Scheme

GDPR Privacy Notice

Now that the UK has left the European Union, the General Data Protection Regulation (GDPR) has been converted to UK law. Currently, the EU and UK versions of the GDPR are identical but may be different in the future. Both the GDPR policy and privacy notice for the scheme will continue to be maintained and updated as required each year and made available on the Scheme website (ukpensions.basf.co.uk).

What is the purpose of the GDPR Privacy Notice?

BASF Pensions Trustee Limited controls the member data held by the Scheme. The Privacy Notice, which sets out how the Trustee uses and protects your personal information and your rights in relation to it.

Depending on the circumstances and the stage of your membership, we will hold a variety of information about you, such as your name and date of birth, your address, your gender, your national insurance number, details about your dependants and/or beneficiaries and details of your bank account (to pay benefits).

When you joined the Scheme, you and/or your employer provided personal details so that we could create your membership record. This information is updated whilst you are a member of the Scheme. Updated information may come from you, your employer and other third parties, such as the Scheme's administrator or HMRC. The Trustee may also ask you for additional information from time to time.

Why do you need to collect my information?

The Trustee is classed as a 'data controller' and must process your information fairly and lawfully. Your information is needed to properly administer the Scheme and to calculate and pay benefits. We therefore have a legitimate interest in holding and processing certain information about you.

We may also need to hold and process particularly sensitive information about you and/or your dependants and beneficiaries (known as 'sensitive personal data'). This could include, for example, information relating to your health. Except where the legislation allows it, this information cannot be processed or passed to a third party without your explicit consent.

We hold personal data relating to the Scheme on paper and on computer systems. We will not collect any personal data from you that we do not need.

If we don't collect and process your personal information, then:

- we would not be able to manage or administer the Scheme appropriately,
- we would not be able to pay the benefits that you are entitled to under the Scheme; and
- we would be in breach of our legal and regulatory duties.

Is my data shared with any third parties?

The Trustee does not disclose your information with third parties, except when required for contractual or legal reasons, for other specifically identified purposes, or if you've given your consent.

The Trustee needs help from various advisers and third parties to properly administer the Scheme and to ensure the correct benefits are provided. For these reasons, the Scheme Administrators hold your data and your information may also be shared with the Scheme's Actuary (who helps us assess the funding level of the Scheme) and other professional advisers, including the auditor and lawyer.

How long do you keep my data?

The Trustee keeps all personal data safe and only holds it for as long as necessary. To meet the requirements of both UK tax and pensions law, we must keep certain personal data (for example, details about the date a member joins the Scheme, their name and address, and details of benefits paid) for a minimum of 6 years.

But, given the nature of pension schemes, we need to keep some information for the rest of your life.

What data rights do I have?

Depending on why the Trustee is processing your personal data, you will have certain rights in relation to it, such as the right to correct any errors in the information or access the information.

Can I access the information held by the Scheme?

You can view the information held by the Scheme administrator via the online portal.

The portal address is www.buckhrsolutions.co.uk/basf.

Where can I get more information?

The Trustee's full GDPR Policy statement contains further information and will be available on the BASF Pension Website. You'll also find a wide variety of other information about the Scheme on the BASF pension website.

Who can I raise queries with?

If you have any questions, please submit them via email to basfpensions@basf.com.