

SYNGENTA UK PENSION FUND

1. Introduction

The Trustee of the Syngenta UK Pension Fund (the Trustee) is committed to protecting the privacy and security of the personal information of members and beneficiaries of the Fund. Please note that this notice is for your information only. You are not required to do anything in relation to it but we suggest that you print a copy and keep it in a safe place with your Syngenta UK Pension Fund information.

The Trustee is a data controller under the General Data Protection Regulation (GDPR). This means that we are responsible for deciding how we collect, hold, use and protect your personal information and we are required to give you certain information about how and why we do this.

This privacy notice describes how we collect, hold, use and protect personal information that relates to you or any individual connected to you, both during and after the period of time when you are a member or beneficiary of the Fund. We may update this notice from time to time.

This notice explains the following:

- Section 2 – what personal information we may collect about you;
- Section 3 – what we may use your personal information for;
- Section 4 – how we keep your personal information safe including when we transfer it across borders;
- Section 5 – sharing your personal information;
- Section 6 – how long we retain your personal information;
- Section 7 – your rights regarding the personal information you provide to us;
- Section 8 – what happens if you do not provide us with your personal information;
- Section 9 – changes to our data protection arrangements; and
- Section 10 – how to contact us.

2. Personal information we may collect about you

Personal information means, broadly, information that identifies (or that could, with other information that we hold or are likely to hold, identify) a living individual. This could include any information provided to us in relation to your or another's actual, past or potential membership of the Fund.

We may hold any or all of the following personal information about you:

- personal details such as your name, gender, age, date of birth, email address, postal address, telephone or mobile number, and identifiers such as National Insurance number and your employee number;
- family, lifestyle and social circumstances such as details about your current relationship status and marital/relationship history and details of family and dependents;
- employment details such as pensionable pay, length of service, employment and career history, recruitment and termination details, job title and job responsibilities;

- financial details such as income, salary, assets and investments, bank account details to process pension payments, tax code, benefits, grants and insurance details; and
- technical information and other information about your visits to the online pension portal (the Fund administrator’s online administration site) if you have access to this – you can find more information about this below.

We may also hold other information about you which is known as ‘special category’ data and requires a higher level of protection – for example, information relating to your physical or mental health. Where we collect this type of information about you, we will take appropriate steps to get your consent to our collection and use of this information.

We collect your personal information when you, your employer, a member of the Fund or another person contact us online, by phone, text, email, or post. We also obtain your personal information where this is provided through any other engagement or correspondence that you, your employer, a member of the Fund or another person may have with us. We may also collect personal information about you from other third parties including tracing agencies and from public sources.

It is important that the personal information we hold about you is accurate and up-to-date. Please let us know if your personal information changes.

3. Technical information that we may collect about you

When you visit the Fund administrator’s online administration site, which is called “myPension”, we may collect technical information about your computer, such as your internet protocol address (which is a number that can uniquely identify a specific computer on the internet), your login information, browser type and version, browser plug-in types and versions and operating systems and platforms. We may also collect other information about your visit, including page response times and length of visits to certain pages.

4. What we may use your personal information for

The Trustee may use your personal information for the following purposes:

- to administer the Fund including to process data to calculate and pay benefits;
- to carry out our obligations arising from any agreement that we have with, or concerning, you and to provide you with the information, benefits and services;
- in relation to any correspondence related to the administration of the Fund (including queries relating to membership of the Fund, communications with nominated or appointed Trustees and communications when we are unable to contact members of the Fund);
- to notify you about our services and changes to our services;
- for statistical, financial modelling and reference purposes;
- for internal record keeping;
- to carry out risk management activities along with your employer, the Fund actuary and our advisers such as assessing employer risk, contingency planning and funding activities;
- ID verification;
- to comply with any present or future law, rule, regulation, guidance or directive, and complying with any industry or professional rules and regulations or any applicable voluntary codes;

- to comply with demands or requests made by local and foreign regulators, governments and law enforcement authorities, and complying with any subpoena or court process, or in connection with any litigation;
- in connection with any sale, merger, acquisition, disposal, recognition or similar change involving the Fund;
- to use IP addresses to identify the location of users, to block disruptive use, to establish the number of visits from different countries;
- to process Trustee nominations;
- to analyse and improve the activities, services and information offered by our online pensions facilities (the Fund administrator's online administration site) or the Trustee website;
- in connection with the purchase of Fund investments such as 'buy-in' agreements with insurance companies; and

to help locate you if the Fund loses contact with you.

We use your personal information in the ways described above for one or more of the following reasons:

- (a) we need to comply with legal obligations to which we are subject; and/or
- (b) it is necessary in our legitimate interests (or those of a third party) to do so, and your interests and fundamental rights do not override those interests. For example, our legitimate interests may include:
 - providing any clarification or assistance in response to your communications;
 - improving our service to you as a Fund member or beneficiary;
 - ensuring that you are aware of your benefits and entitlements;
 - complying with our record keeping duties;
 - ensuring that we pay the correct benefits at the correct time;
 - managing the risks to the Fund so that we can help to make your pension safe;
 - complying with all laws, guidance and codes that apply to the Trustee and/or the Fund, as well as with data requests from regulators, governments, courts and law enforcement authorities;
 - minimising disruption to the Fund if there is ever a change to our business; and
 - monitoring the way in which our website is used, to help us improve your experience on the website.

We will only use your personal information for the purposes for which we collected it, unless we reasonably need to use it for a different reason that is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will explain the legal basis which allows us to do so.

5. Keeping your personal information safe

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Further information is available

from www.syngenta.co.uk (see UK Pension Trustee at bottom of home page). We also have procedures in place to deal with any suspected data security breach, should one arise.

Transfers of your personal information

We may transfer, store, or process your personal information at a destination outside the European Economic Area (EEA). Where the countries to which your personal information is transferred may not offer an equivalent level of protection for personal information to the laws of the UK, we will take reasonable steps to ensure that your personal information is treated securely and in accordance with this notice. This may include entering into data transfer agreements based on the model clauses approved by the European Commission, to ensure that third parties to whom we transfer personal information in those countries commit to ensuring an adequate level of protection for your personal information.

Where we have given you (or where you have chosen) a password which enables you to access the Fund administrator's online administration site, you are responsible for keeping that password confidential. We ask you not to share the password with anyone. HM Government's National Cyber Security Programme recommends making your password stronger by using three random words, and numbers/symbols if needed. Please avoid using the same password for multiple online accounts. If you are using a computer or terminal in a public location, we recommend that you always log out and close the website browser when you complete an online session for your security.

Unfortunately, the transmission of information via the internet or postal system is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the safety of your personal information transmitted to our website; any transmission is at your own risk. Once we have received your personal information, we will use reasonable procedures and security features to try to prevent unauthorised access.

6. Sharing your personal information

We may share or disclose your personal information to any of the following recipients:

- the sponsoring employers and the counterparties to the Fund's investments;
- our service providers and professional advisers such as the Fund's legal adviser, actuary, auditor and administrator;
- other third parties as required by law – for example, local or foreign regulators, governments and law enforcement authorities; local and foreign courts, the Pensions Advisory Service, the Pensions Ombudsman, tribunals and arbitrators or other judicial committees;
- insurance companies (such as Generali) and its reinsurers;
- independent financial advisers in relation to a transfer of your benefits;
- other Fund members who might have information on your current whereabouts if the Fund loses contact with you (in this case, we would only share your name, your site location whilst you were an employee and the date you left employment);
- registered credit reference agencies; and
- persons in connection with any sale, merger, acquisition, disposal, reorganisation or similar change involving the Fund (including any potential or actual purchaser and their advisers).

If we share your personal information in this way, we require the transferee to implement appropriate security measures to protect your personal information and to treat it in accordance with the law. Except where the transferee is a data controller in its own right, we only permit the transferee to process your personal information in accordance with our instructions.

Some of the Fund's service providers such as the Fund's legal adviser, actuary, and auditor are also data controllers in relation to your personal information and have to comply with their own legal obligations, industry codes and standards when processing your data. Information about where to find their data protection information can be obtained from the Secretary (contact details below).

7. How long do we retain your personal information?

We will hold your personal information (and any personal information collected in respect of any individual connected with you) on our systems for as long as necessary to fulfil the purposes for which we collected it, including satisfying any legal, accounting, or reporting requirements. This period may depend on the type of data and the purpose for which it is held. Further information about retention periods in relation to specific types of personal information can be obtained from the Secretary (contact details below).

8. Your rights regarding the personal information you provide to us

You have the right, in accordance with the law:

- to withdraw your consent to the processing of your personal information, to the extent it is processed on the basis of your consent (as set out above);
- to request a copy of the personal information we hold about you, and to request information regarding the processing of your personal information (this is known as a 'data subject access request');
- to request the correction, completion and/or deletion of your personal information, or to request the restriction of processing of your personal information;
- in relation to personal information processed on the grounds of the legitimate interest of the Trustee or a third party, to object to the processing of your personal information; and
- to complain to your local data protection authority, or to a court of law, if your data protection rights are violated. You may be entitled to claim compensation as a result of any unlawful processing of your personal information.

If you would like to exercise any of the rights described above, please let us know by emailing us at pensions.uk@syngenta.com or writing to us at Syngenta Pensions Trustee Limited, The Secretary, Bramley House, The Guildway, Old Portsmouth Road, Artington, Guildford, GU3 1LR, United Kingdom.

9. What if you do not provide us with your personal information?

We may not be able to perform the actions necessary to achieve the purposes set out above and you may not be able to make use of the services offered by us or to receive pension benefits if you do not provide us with personal information that we may need to comply with our statutory or contractual obligations, as set out in section 4 above.

10. Changes to our data protection arrangements

From time to time, we may update this privacy notice and the data protection arrangements described above. If we make any substantial changes, we will provide you with a new version of this notice. Any changes will take effect when we post the revised wording on our website. The date of the most recent revisions will appear

on this page. Your use of the website, or continued participation in the Fund, following these changes means that you accept the revised data protection arrangements.

11. How to contact us

If you have any questions, comments or requests about this privacy notice, please contact the Secretary at:

Phone: 01483 260125

Email: pensions.uk@syngenta.com

The Trustee's contact details are: Syngenta Pensions Trustee Limited, Bramley House, The Guildway, Old Portsmouth Road, Artington, Guildford, GU3 1LR, United Kingdom.

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