

The Reckitt Benckiser Pensioners' Association



RECKITT BENCKISER PENSIONERS' ASSOCIATION

PRIVACY NOTICE

PURPOSE OF THIS PRIVACY NOTICE

I'm writing to let you know that the UK data protection laws are changing on 25 May this year, and as a result the Pensioners Association needs to inform you how we collect and use your personal information.

To put your mind at rest, this won't mean we're changing the way we collect or use your information, and to help make it easier for you to know what we do, we've created this "privacy notice".

You don't need to do anything other than read the attached which explains what data we hold, why we hold it, who we share it with and what we use it for. This also details your data rights which will apply under the new legislation.

Rest assured that the Pensioners Association takes your data privacy very seriously and does all it can to protect your information, using it only for the purposes it is intended.

CONTROLLER

The Reckitt Benckiser Pensioners' Association is the controller and responsible for your personal data. Details of how to contact us with any questions about your data are set out below in the "Contact us" section below.

THE DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, surname, pensioner reference, marital status, title, and date of birth.
- **Contact Data** includes postal address, email address and telephone numbers.

Work History Data includes dates of employment at Reckitt Benckiser, name of Reckitt Benckiser company you worked for, position held. We may also collect some data relating to any **health conditions** you may be suffering from, but only if you choose to give us this information, and you agree to our use of it. This type of data is known as a special category of personal data and receives a higher level of protection under data protection laws.

HOW IS YOUR PERSONAL DATA COLLECTED?

We collect data about you in the following ways:



- **Direct interactions with you.** You may give us information about yourself such as a change of address, email or telephone number.
- **Reckitt Benckiser.** On retirement, the administrators of the Reckitt Benckiser Pension Fund, will pass your title, first and last names, date of birth and reference number to us so that we can enrol you as a member of the Pensioners' Association.
- Data may also be collected from the public domain or from an attendance list at a get-together or to go into the magazine.

HOW WE USE YOUR PERSONAL DATA

We use your personal data to send you our newsletter by post, and by email if you give us your email address. We will also send you Christmas cards by post. Our volunteers in the Southern and Eastern region will try to visit you if when initially contacted you confirm you would like this service and we will use your details to co-ordinate these visits. This may include visits to members who are ill so if you tell us about a health condition, we will use this information for this reason.

Data protection laws require us to tell you the legal basis on which we process your personal data. We generally process your data because it is necessary for our legitimate interests in running the Pensioners' Association and we do not think that your rights override these interests. If you would like more information on our interests and the balancing assessment we have carried out, please contact us using the details below.

If you provide us with any information about your health, we will only process this information with your explicit consent. If you give such information to one of our volunteers they will explain to you how we will use this information and they will check that you are happy for us to use it as described. You may withdraw your consent to our use of this information at any time by contacting us using the details below.

SHARING YOUR PERSONAL DATA

Your personal data may be shared with the printers and posting services company for the purposes of sending you "IContact" the Pensioners' Association magazine.

INTERNATIONAL TRANSFERS

We do not transfer your personal data outside the European Economic Area (EEA).

HOW LONG WE KEEP YOUR PERSONAL DATA FOR

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. To determine the appropriate retention period for personal data, we consider the amount, nature and, sensitivity of the personal data, the purposes for which we process your personal data and whether we can achieve these purposes through other means.

YOUR RIGHTS

You have various rights in relation to your personal data, including the right to:

- request a copy of the personal data we hold about you;
- ask that we update the personal data we hold about you, or correct any personal data that you



think is incorrect or incomplete;

- ask that we delete personal data that we hold about you, or restrict the way in which we use your personal data (the “right to be forgotten”);
- withdraw consent at any time to our processing of your personal data (to the extent such processing is based on consent e.g. for information relating to your health);
- object to our processing of your personal data (including for direct marketing purposes);
- request your personal data be transferred to you or another controller (the “data portability” right);
- make a complaint to the UK data protection regulator, the Information Commissioner's Office (www.ico.org.uk), although we ask that you please try to resolve any issue with us first.

If you would like to exercise these rights or understand if they apply to you, please contact us using the details set out in the "Contact us" section below.

CONTACT US

If you have any questions about how we use your personal data, or if you would like to exercise any of your rights, please contact us using the details below:

Name: Mr Trevor Clark

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