

Looking after your data

The Trustee holds and process personal data about Plan members and beneficiaries in order to run the Plan. In doing so, we comply with relevant data protection legislation. Most of the data has been provided by members themselves, we also hold and process data provided by BMS, from other schemes, HMRC, the DWP and regulatory bodies and from tracing organisations. The use of this data is regulated by data protection legislation, which places certain responsibilities on people who have control over the data (known as ‘data controllers’).

As a data controller, the Trustee collects and processes your personal data for the purposes of complying with its legal duties to administer the Plan and for other legitimate purposes relating to the operation of the Plan. We may share your personal data with certain third parties involved in running the Plan. This includes Willis Towers Watson (the Plan’s Administrator), Punter Southall Governance Services (the Plan’s secretary), the Plan auditors and our legal, actuarial and investment advisers. In some circumstances we are joint controllers of your personal data with the Scheme Actuary or the Trustee’s legal advisers, who may process your data to comply with their professional duties as advisers to the Trustee. The Trustees may also share information with BMS and its auditors and advisers to ensure the Plan is being run in a cost-effective way and to offer certain options to members. We also hold some special categories or ‘sensitive’ data about members for the purposes of administering the Plan (for example in relation to ill-health or death benefits). We typically only do so with your explicit consent. Where you provide special categories of information about other people (eg your dependants), we will assume that you have the consent of that person. Where we do not have explicit consent, We will in most circumstances process this data as necessary for the establishment, exercise or defence of legal claims to benefits or in the performance of our legal obligations in connection with employment, social security and social protection (as allowed by legislation).

BMS, Willis Towers Watson and other advisers will from time to time transfer data to other countries. Where such transfers are made, the parties involved will ensure adequate safeguards are in place.

The Trustee’s policy is to retain information relating to you until your membership of the Plan ends. Once your membership ends, we may decide to delete some of the data held in relation to you after six years. However, information may be held for longer where we consider it appropriate, to deal with any queries relating to your benefits after that.

Your rights

You have the right to access your personal data, require that we rectify any errors in the data that we hold, or request that we erase your personal data. You can also require that we restrict the way we process your personal data or object to its processing. You have a right to request a copy of your personal data, for the purposes of transmitting elsewhere. Where we have requested and obtained your consent to process particular information, you may withdraw that consent at any time.

What if you have a complaint?

If you have any questions about the use of your data, or your rights relating to your data, you can contact the Trustees and Plan Actuary through the Plan administrator using the following contact details:

Bristol-Myers Squibb Pension Plan
PO Box 545
Redhill
Surrey
RH1 1YX

bmspensionplan@willistowerswatson.com

01737 788112

The contact details for the other relevant data controllers are:

Bristol-Myers Squibb Pharmaceuticals Limited, Uxbridge Business Park, Sanderson Road, Uxbridge UB8 1DH.

BMS Plan legal advisers: CMS, Cannon Place, 78 Cannon Street, London, EC4N 6AF.

If you're not satisfied with the response to your concern or believe the processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office in writing: **Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF** or by phone: **0303 123 1113 or 01625 545 745.**

30 April 2021