

## Leicestershire County Council Fair Processing Notice

This notice tells you about why we need your information and how we will handle it. This notice is for:

### Leicestershire Local Government Pension Scheme

#### What information do we need from you?

- Contact details, including name, address, telephone numbers and email address.
- Identifying details, including date of birth, national insurance number and payroll reference numbers.
- Information that is used to calculate and assess eligibility for benefits, for example, length of service or membership and salary information.
- Information about your family, dependents or personal circumstances, for example, marital status and information relevant to the distribution and allocation of benefits payable on death.

#### Why do we need this?

We need this information to administer, manage and provide a Local Government Pension Service to you, including the provision of an online service. (If you have registered for the Online Pension Service, you will also have provided your email address, which is held to allow notifications to be sent to you when updates have been made to your pension record, for example, when your annual pension statement is added)

#### Why are we allowed to process your information?

Data Protection law allows us to process your information within certain conditions. In this case we are using the legal obligation to administer the Pension Service as the lawful condition for us to do this

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because this is necessary as part of your employment.

#### Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- a) The Dept for Work and Pensions (for prevention/detection of fraud)
- b) Other Local Government Pension Funds (for statutory reasons, i.e. where an automatic transfer of pension benefits from another local authority applies, or, if a death grant has become payable, other local government pension funds would need to be aware of this as it may impact on any payments due from their fund.)
- c) Faraday Tracing Bureau (for the purposes of mortality screening)
- d) Hymans Robertson (Pension scheme actuaries, for statutory pension fund valuation exercises and TUPE transfers)

- e) The Government Actuary Department (GAD) (data is requested periodically, to allow GAD to review the LGPS on a national level)
- f) Club Vita, a subsidiary of Hymans Robertson (for the purposes of assessing mortality data)
- g) Grant Thornton, External Auditors (for the provision of an external audit of pension administration and data quality)
- h) Aquila Heywood, software provider of the Pensions system
- i) Your employer or payroll provider, to allow the update of their records in the event that our information is more accurate than theirs, e.g. where a date of birth is held incorrectly on their records, we would provide a photocopy of a birth certificate to allow records to be corrected.
- j) South Yorkshire Pension Fund (they provide us with a facility to run reports on this data, this helps us in the administration of the scheme)
- k) Any of our employees, officers, agents, suppliers or subcontractors, as is reasonably necessary for the purposes set out in this privacy notice, and as necessary:
  - a. to the extent that we are required to do so by law;
  - b. in connection with any ongoing or prospective legal proceedings;
  - c. to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
  - d. to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

### **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the EEA.

### **How long we will keep it for?**

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be one hundred years following the end of the tax year of leaving the Local Government Pension Scheme.

### **What if something changes?**

If the information you provided changes, or your circumstances change, please contact Leicestershire County Council Pension Section, County Hall, Glenfield, Leicester LE3 8RB. Tel: 0116 305 6944. Email: [pensions@leics.gov.uk](mailto:pensions@leics.gov.uk)

If we need to change something like who we want to share this information with, we will contact you to let you know.

## **What are your rights?**

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Information Governance Team. Email: [informationgovernance@leics.gov.uk](mailto:informationgovernance@leics.gov.uk)

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them.

If you do wish to contact them:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate) Website: <http://www.ico.org.uk> Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)