



PRIVACY NOTICE

Privacy Notice – This notice explains when we collect personal data, what we use it for, who we share it with and your rights.

Who are we – The Royal County of Berkshire Pension Fund, 22-30 York Road, Maidenhead, Berkshire, SL6 1SF.

The lawful basis for processing the information – The main legislation governing the Local Government Pension Scheme (LGPS) and provides the lawful basis for processing information is the following:

Principal Regulations

- The Local Government (Discretionary Payments) Regulations 1996
- The Local Government (Early termination) (Discretionary Compensation) (England and Wales) Regulations 2006
- The Local Government Pension Scheme (Amendment) Regulations 2015
- The Local Government Pension Scheme (Miscellaneous Amendments) Regulations 2014
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014
- The Local Government Pension Scheme Regulations 2013 (as amended)
- The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009
- The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016

Historical Regulations

- The Local Government and other Officers' Superannuation Act 1922
- The Local Government Superannuation Act 1937
- The Local Government Superannuation Act 1953
- The Local Government Superannuation Regulations 1974
- The Local Government Superannuation Regulations 1986
- The Local Government Pension Scheme Regulations 1995
- The Local Government Pension Scheme Regulations 1997

- The Local Government Pension Scheme Transitional Provisions Regulations 1997 (as amended)
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007
- The Local Government Pension Scheme (Administration) Regulations 2008
- The Local Government Pension Scheme (Transitional Provisions) Regulations 2008

All LGPS regulations may be subject to overriding legislation, consisting of, but not limited to, the following:

Relevant Overriding Legislation

- Pensions Increase Review Orders
- Section 148 Orders
- Income and Corporation Taxes Act 1988 (c1)
- Pensions Schemes Act 1993 (c48)
- Pensions Act 1995 (c26)
- Welfare Reform and Pensions Act 1999 (c30)
- Finance Act 2004 (c12)
- Pensions (Increase) Act 1971
- Pensions (Increase) Act 1974
- Disclosure of Information (Occupational Pension Schemes) Act 2006
- The Registered Pension Scheme (Provision of Information) Regulations 2006
- Public Service Pension Act 2013
- The Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014

How do we collect information from you – Personal data is supplied by you as the service user or supplied by your employer or AVC provider participating in the LGPS administered by the Royal County of Berkshire Pension Fund. Accepted methods of receiving data are either paper based, electronically, by telephone or face to face.

A list of paper forms used to collect personal data from you can be found by visiting our website at:

http://www.berkshirerpensions.org.uk/downloads/file/308/berkshire_pension_fund_document_list

What type of information is collected from you – The Royal County of Berkshire Pension Fund is statutorily required to collect and hold National Insurance Number, Surname, Forenames (or Initials), Gender, Date of Birth, Address, Postcode, Date Pensionable Service Started, Expected Retirement Date, current Membership Status and any previous Membership Status.

Other types of personal information collected and held to administer your benefits are Telephone Number, E-mail Address, Marital Status, Hours, Weeks, Salary, Basic Contributions Paid, Additional Contributions Paid, Past LGPS Membership and Transferred In Service, Date Left Pensionable Service, Periods of Absence from Pensionable Employment, Guaranteed Minimum Pension (GMP) Values, and Dependant Details.

How we use the information you have provided – All information provided is used by the Royal County of Berkshire Pension Fund to administer your benefits whilst a current and former contributor to the LGPS and in consideration of the Principle, Historical and Relevant Overriding Legislation described above.

Who has access to the information about you – We store your personal data securely. We have in place security policies which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely by our software provider, *heywood* Limited Aquila House 35 London Road, Redhill, Surrey RH1 1NJ and accessed only by administrators, of the Royal County of Berkshire Pension Fund, by using their own Username and Password all chosen in line with pre-defined user credentials

Where we have given you (or where you have chosen) an email, username, password or activation code which enables you to access certain parts of our sites, you are responsible for keeping this information confidential and we ask you not to share this information with anyone.

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

Who we may share your information with – The Royal County of Berkshire Pension Fund will not share personal information with any other parties, except where required and with parties required to carry out its statutory duties and functions or where required by law.

The Royal County of Berkshire Pension Fund participates in data sharing arrangements with other LGPS Pension Funds in England, Wales and Scotland:

- > National Insurance Database - Hosted by the South Yorkshire Pensions Authority to help locate past membership of the LGPS.
- > Tell Us Once (TUO) – Linked to the Department for Work and Pensions (DWP), ensures quicker notification of death of scheme members avoiding potential overpayment of benefits.

Other Arrangements

- > National Fraud Initiative (NFI) – A bi-annual exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud.
- > Mortality Screening – A secure service provided by ATMOS to allow the monthly review of scheme member data to identify those who have deceased.

The details of the information which may be shared is contained within these services' privacy notice.

How long we store your information – Upon you exiting the LGPS, administered by the Fund, and extinguishing all right to future benefit - through having received a refund of pension contributions, having transferred to another pension provider or following death - there may be circumstances where you or your dependant needs to be contacted by the Fund and there will be circumstances where the Fund will need to be able to demonstrate to parties associated with the LGPS, that are carrying out their statutory duties and functions or where required by law, how liabilities were settled.

The Fund will endeavor to review the data it collects and holds electronically to ascertain whether or not it is adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed and that personal data shall be accurate and, where necessary, kept up to date; every reasonable step will be taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay.

With consideration of these points, any personal information held electronically that is deemed unnecessary will be removed from the database, and no longer held by the Fund, 7 years after the end of the financial year in which the last related activity occurred.

Paper documentation received by the Fund and held securely against your membership record will be stored securely on site and destroyed after a period no longer than 12 months after the date that it was received.

Does your service utilise automate decision making? – No.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances you may also have a right to ask us to restrict the processing of your personal data until any errors are corrected, to object to processing or to transfer or (in very limited circumstances) erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline (0303 123 1113).

If you wish to exercise any of these rights, please contact the Royal County of Berkshire Pension Fund. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the benefits payable to you from the Royal County of Berkshire Pension Fund. In some cases it could mean that we are unable to put your benefits into payment or have to stop your annual pension, if already in payment.

Contacting us

The Royal County of Berkshire Pension Fund can be contacted in writing at the address shown at the top of this Privacy Notice or as follows:

Telephone: 0845 6027237

E-mail: info@berkshirerpensions.org.uk

Date this version of Privacy Notice produced

16 April 2018

