

General Data Protection Regulation (GDPR)

Royal County of Berkshire Pension Fund Privacy Notice – Collection of Personal Data



Additional Voluntary Contributions (AVCs)

AVC Admin - AVC instruction form issued to Prudential

AVCTVIN – proposed transfer of Prudential Additional Voluntary Contributions (AVCs)

Additional Pension Contributions (APCs)

APC4 – Additional Pension Contribution application form

Interfund out transfer to another LGPS Fund

IFAOUTAVC - Prudential Admin Request Form

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Death notification

DTH3 - small estates form to claim balance of pension due to the deceased member's estate.

DTH18 - Declaration of Life Certificate for payment of a spouse's pension

DTH19 - request for bank details for payment of a dependants pension

DTH21 - Death Grant Declaration (Death in Service)

DTH22 - Death Grant Declaration (Death in Deferment)

Address Tracing

DWP Trace Letter – Letter issued to member via Department of Work and Pensions when no forwarding address held

Merge Options

A2 - Letter to member offering post 2014 deferred benefits options

B2 - Letter to member offering pre and post 2014 deferred benefits options

D2 - Letter to member offering pre 2014 with no disqualifying break deferred benefits options

D3 - Letter to member offering pre 2014 with a disqualifying break deferred benefits options

Refund of contributions

REF2 - Member's refund election signed within 1 month and 1 day

Retirement from the LGPS

RET2 -Lifetime Allowance Certificate

RET3 - Request for Bank Details Form

RET4 - Covering letter issued with retirement pack to member in month prior to 75th birthday

RET5 - Notification to member's employer advising member must be withdrawn from scheme on eve of 75th birthday

RET6 - Unreduced Retirement Benefit Options - Status 1 & Status 4 (No AVC)

RET7 - Unreduced Retirement Benefit Options - Status 1 & Status 4 (AVC Type 1)

RET8 - Unreduced Retirement Benefit Options - Status 1 & Status 4 (AVC Type 2)

RET9 - Unreduced Retirement Benefit Options - Status 4 (inc. Retained Rights) (No AVC)

RET10 - Unreduced Retirement Benefit Options - Status 4 (inc. Retained Rights) (AVC Type 1)

RET11 - Unreduced Retirement Benefit Options - Status 4 (inc. Retained Rights) (AVC Type 2)

RET12 - Reduced Retirement Benefit Options - Status 1 & Status 4 (No AVC)

RET13 - Reduced Retirement Benefit Options - Status 1 & Status 4 (AVC Type 1)

RET14 - Reduced Retirement Benefit Options - Status 1 & Status 4 (AVC Type 2)

RET15 - Reduced Retirement Benefit Options - Status 4 (inc. Retained Rights) (No AVC)

RET16 - Reduced Retirement Benefit Options - Status 4 (inc. Retained Rights) (AVC Type 1)

RET17 - Reduced Retirement Benefit Options - Status 4 (inc. Retained Rights) (AVC Type 2)

RET26 - Incapable of managing affairs form

LIFECERT - Declaration of Life Certificate

P46LETTER - Issue P46 for an employee with no P45

TOPS Beneficiary Bank Details form – Overseas Payment Service offered to retired scheme members living overseas. This service enables members to have their monthly pension paid into an account in the county of their residence.

Opting in to the LGPS

LGS10 - Opt in form for admission to the LGPS

LGS10B - Application for re-entry to the MAIN Section from the 50/50 Section

LGS5050 - Admission to the 5050 Section of the LGPS

Opting out of the LGPS

LGS1E - Opt out form

Nomination forms

LGS5 - Expression of Wish for payment of a Death Grant

LGS6 - Cohabiting Partner nomination form

Transferring in previous pension rights

LGS13 - Declaration of Previous Pension Rights

TV9 – Election to transfer previous pension rights

TV10 – Declaration to transfer AVC pension rights

Transferring out to another pension provider

TV09 - Transfer Out Election Form

Employer Forms

Employer Policy Statement - Statement of policy regarding LGPS discretionary regulations

Year End Return – employer year end return

Employer Admission Agreement – Admission agreement to participate in the Local Government Pension Scheme

Employer Contribution Return – Monthly spreadsheet notification of employee and employer contributions

EST3 - Estimate request form for an active scheme member

EST4 - Estimate request form for a Deferred scheme member

LGS15A - Admission to the scheme

LGS15B - Changes to pensionable status

LGS15C - Withdrawal from the scheme

LGS15D - Automatic enrolment opt-out / opt-out notification

LGS18 - Final Pay calculation sheet

LGS26 - Ill-health Certificate for a current member of the LGPS

LGS26B - Ill health Certificate for a Deferred Beneficiary who ceased membership as an employee on or after 1 April 2008 and before 1 April 2014

LGS26C - Ill health Certificate for a Deferred Beneficiary who ceased membership as an employee on or after 1 April 1998 and before 1 April 2008

LGS26D - Ill Health Certificate for a Deferred Beneficiary who ceased membership as an employee before 1 April 1998

LGS26E1 - 3rd Tier Ill Health Retirement Review Certificate for a Current 3rd Tier Pensioner where the cessation of employment occurred after 31 March 2014 – England and Wales – Review taking place 18 months after the date of cessation of employment

LGS26E2 - 3rd Tier Ill Health Retirement Review Certificate for a Current 3rd Tier Pensioner where the cessation of employment occurred before 1 April 2014 – England and Wales – Review taking place 18 months after the date of cessation of employment

LGS26E3 - 3rd Tier Ill Health Retirement Review Certificate for a Suspended 3rd Tier Pensioner where the cessation of employment occurred before 1 April 2014 – England and Wales – Review taking place within 3 years of the date of cessation of the 3rd tier pension

LGS26E4 - 3rd Tier Ill Health Retirement Review Certificate for a Suspended 3rd Tier Pensioner where the cessation of employment occurred after 31 March 2014 – England and Wales – Review taking place at the request of the member whilst the 3rd Tier pension is in payment or within 3 years after payment of the 3rd Tier pension has been discontinued

LGS26E5 - 3rd Tier Ill Health Retirement Review Certificate for a Suspended 3rd Tier Pensioner where the cessation of employment occurred before 1 April 2014 – England and Wales – Review taking place 3 or more years after the date of cessation of the 3rd Tier pension

LGS26E6 - 3rd Tier Ill Health Retirement Review Certificate for a Suspended 3rd Tier Pensioner Where the cessation of employment occurred after 31 March 2014 – England and Wales - Review taking place 3 or more years after the date of cessation of the 3rd tier pension

LGS26G - Ill health Certificate for a Deferred Beneficiary who ceased membership as an employee on or after 1 April 2014

SCAPC template letter – letter issued to member containing details of the cost to buy back lost pension due to a period of absence through payment of Shared Cost Additional Pension Contributions (SCAPC)