

Fair Processing Notice

This notice tells you (the Data Subject) about the processing of your data by Leicestershire County Council (the Data Controller).

We are processing your data for the performance of a contract. Your information will be kept securely and will be used in accordance with the Data Protection Act 1998 (*will need updating to GDPR in May 2018*) for the purposes of the administration, management and provision of Local Government Pension Services.

In addition your data is also used for the provision of an online pension service. If you have registered for this service, you will 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.

Who we will share your information with:

We may disclose your personal information to any of our employees, officers, agents, suppliers or subcontractors, as is reasonably necessary for the purposes set out in this privacy notice

In addition, where 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, in the event that 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. Club Vita, a subsidiary of Hymans Robertson (for the purposes of assessing mortality data)
- f. KPMG, External Auditors (for the provision of an external audit of pension administration and data quality)
- g. Prudential and Standard Life (for administration of the Fund's in-house additional voluntary contributions, AVCs)

and as necessary *

Where your information/data will be stored or transferred to

We will store your information on secure servers in the UK. It will not be stored, processed or transferred outside of the EEA

Security of your personal information

We will take reasonable technical and organisational measures to prevent the loss, misuse or alteration of your personal information.

How long we will keep your information for

Current Pension Scheme Members:

A pension record will be held until six years have elapsed after the final payment of pension benefits has been made (i.e. the pension member dies), or if applicable, the final payment of pension benefits made to any subsequent surviving dependent (e.g. widow) member.

Former Pension Scheme Members:

This refers to members who have left and received a refund of pension contributions or have transferred to another pension fund. Records will be held until one year has passed after the member attains state pension age. This is to enable the pension section to deal with any subsequent enquiries that may be received, for example, enquiries from former members trying to trace their pension.

Your rights

You may request to see a copy of personal information we hold about you. Provision of such information may be subject to the supply of appropriate evidence of your identity. We may withhold personal information to the extent permitted by law.

The law provides you with other rights regarding your information including some around: requesting rectification of inaccurate data; erasure of personal data; objection to or restriction of processing; data portability

If you wish to exercise your rights, or if you would like to withdraw your consent (below), please contact:

Leicestershire County Council Pension Section,
County Hall,
Glenfield,
Leicester.
LE3 8RB

Tel: 0116 305 6944

Email: pensions@leics.gov.uk

Please let us know if at any time your information needs to be updated.

If you are unhappy or need to contact Leicestershire County Council's Data Protection Officer, please write to:

Policy and Assurance Team,
Corporate Resources,
Leicestershire County Council,
County Hall,
Glenfield,
Leics.
LE3 8TG

You also have the right to lodge a complaint with the supervisory authority. Should you wish to do so you can contact :

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: www.ico.org.uk

***Footnote**

- to the extent that we are required to do so by law;
- in connection with any ongoing or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- 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

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