

PRIVACY NOTICE	Pensions - Firefighters	Version 1.1
Information Asset Area	Department	
Date	05/02/2024	

<ul style="list-style-type: none">Who is collecting your information?	
	<p>Hereford & Worcester Fire and Rescue Service</p> <p>You can contact us by email on info@hwfire.org.uk or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP</p>
<ul style="list-style-type: none">What information is being collected?	
	<p>Personal Data includes, but is not limited to, each Pension Scheme Member's and/or Beneficiary's name, date of birth, gender, address, contact details, national insurance number, tax code, pension payroll number, employment and salary information that is necessary for calculating pension due, attachment of earnings, voluntary deductions, tax details, and banking information, medical records where applicable to Pension entitlement, marital status, dependants details and criminal convictions if this may result in pension forfeiture.</p>
<ul style="list-style-type: none">Why are we collecting this information and what will we use it for?	
	<p>All information, relating to Members and their Beneficiaries', necessary for the Pension Provider to calculate and process data pertaining to pension payments and entitlement, increases or decreases in pension payments due, tax code issues, operate PAYE, calculate net payment due after statutory and voluntary deductions, pay pension and lump sum payments at the required time, produce and despatch payslips and Annual Benefit Statements, process Bankers Automated Clearing Services, and provide and submit all necessary data for statutory reporting requirements.</p> <p>Information will be used for the Pension Provider to accurately calculate Pension Entitlements and Payments due and to contact members of staff regarding queries or concerns.</p> <ul style="list-style-type: none">It will also be used to Prepare accounts, Actuarial valuations, Fraud prevention and Scheme administration.Reporting purposes to organisations such as HMRC, Department for Work and Pensions and Government Actuary's Department.
<ul style="list-style-type: none">What are the legal reasons (legitimate grounds) for collecting your personal data?	
	<p>GDPR / DPA</p>
	<p>Other Legislation</p> <p>The Fire Authority has a statutory duty and contractual requirement to enable the Pension Provider to accurately calculate Pension payments and entitlements.</p>
<ul style="list-style-type: none">Who will have access to your information?	
	<p>Designated employees of the Worcestershire County Council Pension Department who are the pension provider appointed by the Fire Authority.</p>
<ul style="list-style-type: none">Will your information be shared with anyone other than the Fire and Rescue Service?	
	<p>Yes.</p>

PRIVACY NOTICE	Pensions - Firefighters	Version 1.1
Information Asset Area	Department	
Date	05/02/2024	

<ul style="list-style-type: none">• If YES, then how will this be done?	
	By secure email, secure data transfer or the postal system.
<ul style="list-style-type: none">• If YES, then who with?	
	<ul style="list-style-type: none">• Data will only be shared in limited circumstances when necessary for the purpose of calculating net payments due, and in compliance with our legal duties.• If necessary data may be shared with, but not limited to, the following organisations: HMRC Department for Work and Pensions, Office for National Statistics, the Police, Worcestershire County Council Pension Department, Grant Thornton Auditors, Worcestershire Internal Audit Shared Service, National Fraud Initiative, Home Office, The Pension Regulator, the Pension Ombudsman, Aquila Heywood (pension software provider), printing company (currently Place Partnership) and the Courts of England and Wales.• In each case we will only share data to the extent that we consider the information is reasonably required for the purpose.• As set out on the Firefighters' members website, from October 2023, an exercise will take place to allow eligible firefighters who have service between 1 April 2015 to 31 March 2022 ("the remedy period") to choose which scheme (legacy or reformed) they wish their benefits to be calculated under during the remedy period. If you are an eligible firefighter that has a choice under the remedy exercise, and you have service for more than one Fire and Rescue Authority (FRA) within the remedy period, we (i.e. the first FRA) will need to share information about you with that other FRA so they can identify you, including your name, national insurance number and date of birth. This is your personal data under data protection laws. The second FRA would then return that same data back to us along with your relevant service term(s) and pay information. We both need to exchange this information in order to determine your entitlement under the remedy exercise and this means that sharing this data is justified under data protection laws because [it's necessary for compliance with legal obligations]. If you have any queries about the information that is shared about you then please contact us. For information about your data protection law rights and how to exercise them in relation to this data sharing by us, as well as other legal text needed – please see the main section of our privacy notice. This section above is strictly only about the data shared and what lawful reasons justify that.
<ul style="list-style-type: none">• How long will we keep your information for?	
	Your personal data will be retained for such period as you (or any beneficiary who receives benefits after your death) are entitled to benefits from the Fund and for a further minimum period of 15 years after those benefits stop being paid.
<ul style="list-style-type: none">• How will your information be disposed of?	
	<ul style="list-style-type: none">• Electronic records are deleted and paper files shredded securely
<ul style="list-style-type: none">• Who do you contact if you have any questions about your information?	
	The Information Governance Department by email on informationrequests@hwfire.org.uk Or you can call on 0345 122 4454 or write to Information Governance, Hereford & Worcester Fire and Rescue Service, Hindlip Park, Worcester WR3 8SP
<ul style="list-style-type: none">• What else do you need to know?	
	Your Data: Your Rights

PRIVACY NOTICE	Pensions - Firefighters	Version 1.1
Information Asset Area	Department	
Date	05/02/2024	

Under data protection legislation, you have statutory rights relating to your own personal data:

- Access** - you have the right to know what data we hold relating to you and why, and to receive a copy of it;
- Rectification** - you have the right to have inaccurate information about you corrected;
- Objection** - you have the right to object to the Service using your information, and we would have to stop unless we have a sound overriding reason to continue;
- Erasure, Restriction and Portability** – in specific circumstances, you have the right to have your personal data deleted, to put limits on what the Service may do with it or to receive a copy in machine-readable form to take to another organisation;

For more information on your rights under the data protection laws you can have a look at the Information Commissioner's Office website page by following this link <https://ico.org.uk/your-data-matters/>

Should you wish to exercise any of your rights please contact the Information Governance department by email on informationrequests@hwfire.org.uk by phone on 0345 122 4454 (local rate) or by writing to:

Information Governance
Hereford & Worcester Fire and Rescue Service HQ
Hindlip Park
Worcester
WR3 8SP

• How do you make a complaint?

Should you have any concerns regarding the management of your personal data and wish to make a complaint, in the first instance please do so using Hereford & Worcester Fire and Rescue Service's complaints system: [Comments and Complaints](#). If you are not satisfied with the outcome of the internal review, you may appeal the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 or E-mail: casework@ico.org.uk