

<b>PRIVACY NOTICE</b>	Pensions - Firefighters	Version 1.00
<b>AUTHOR</b>	Payroll Manager	
<b>DATE</b>	20/07/18	

•	Who is collecting my information?
	<i>Hereford &amp; Worcester Fire Authority</i>
•	Where did you get my information?
	<i>From the individual, the Fire Authority's Payroll Department, previous employers, administrators of other Pension schemes that you have been a member of, regulatory bodies such as HMRC, Department for Work and Pensions, Government Actuaries Department and HM Court and Tribunal Services.</i>
•	What information is being collected?
	<i>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.</i>
•	Why are you collecting this information?
	<i>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.</i>
•	What are the legal reasons (legitimate grounds) for collecting my personal data?
	<i>The Fire Authority has a statutory duty and contractual requirement to enable the Pension Provider to accurately calculate Pension payments and entitlements.</i>
•	What will my information be used for?
	<ul style="list-style-type: none"> <li>• <i>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.</i></li> <li>• <i>It will also be used to Prepare accounts, Actuarial valuations, Fraud prevention and Scheme administration</i></li> <li>• <i>Reporting purposes to organisations such as HMRC, Department for Work and Pensions and Government Actuary's Department.</i></li> </ul>
•	How will my information be stored to guarantee security?
	<i>On a secured centralised computer system</i>
•	Who will have access to my information?
	<ul style="list-style-type: none"> <li>• <i>Designated employees of the Worcestershire County Council Pension Department who are the pension provider appointed by the Fire Authority.</i></li> </ul>

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	<ul style="list-style-type: none"> <li>Designated employees of the Fire Authority responsible for the Payroll and Pension function.</li> </ul>		
<ul style="list-style-type: none"> <li>Will my information be shared with anyone other than the Fire and Rescue Service?</li> </ul>			
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If YES, then how will this be done?</li> </ul>	By secure email, secure data transfer or the postal system		
<ul style="list-style-type: none"> <li>If YES, who with?</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>In each case we will only share data to the extent that we consider the information is reasonably required for the purpose.</li> </ul>		
<ul style="list-style-type: none"> <li>Do I have the right to ask for my information to be erased?</li> </ul>	No – information required to provide you with pension services		
<ul style="list-style-type: none"> <li>Do I have the right to object to my information being used?</li> </ul>	No – information required to provide you with pension services		
<ul style="list-style-type: none"> <li>Do I have the right to ask for my data to be provided in a universally recognised electronic format e.g. CSV file?</li> </ul>	Yes – Please contact the Performance & Information Department, Service Headquarters if you want a copy of your records.		
<ul style="list-style-type: none"> <li>How long will you keep my information for?</li> </ul>	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"> <li>How will my information be disposed of?</li> </ul>	Electronic records will be deleted and paper files shredded securely by the Pension Provider appointed by Hereford & Worcester Fire and Rescue Service.		
<ul style="list-style-type: none"> <li>Who do I contact if I have any questions?</li> </ul>	Payroll Manager, Fire and Rescue Service HQ, 2 Kings Court, Charles Hastings Way, Worcester, WR5 1JR		
<ul style="list-style-type: none"> <li>How do I make a complaint?</li> </ul>			

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	<p>Step 1: Please submit your issue via the Service's complaints system: <a href="#">Comments and Complaints</a></p> <p>Step 2: If you are not satisfied with the outcome of the internal review, you may <a href="#">raise a concern</a> directly with the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a></p>
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For Performance & Information Department to complete

GDPR	Section	Details
GDPR	Article 6(1)(c)	Legal obligation

Other Legislation
OPPS(DI)R 2013
Pensions Act
OPPS(DI)R 2015
Public Service Pensions Act 2013
The Pensions Act 2004
The Firemen's Pension Scheme 1992
The Firefighters' Pension Scheme Order 2006
The Firefighters' Pension Scheme Regulations 2014