

PRIVACY NOTICE	<i>Pensions - Firefighters</i>	Version 2.0
Information Asset Area	<i>Pensions</i>	
Date	<i>November 2025</i>	

•	Who is collecting your information?
	<p>Hereford & Worcester Fire Authority</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>
•	What information is being collected?
	<p><i>Information collected includes, but is not limited to, each Pension Scheme member, potential members and/or beneficiary's:</i></p> <ul style="list-style-type: none"> • <i>Name</i> • <i>Date of Birth</i> • <i>Gender</i> • <i>Marital Status</i> • <i>Dependents' details</i> • <i>Medical records where applicable to pension entitlement</i> • <i>Criminal convictions if this may result in pension forfeiture.</i> • <i>Address</i> • <i>Contact details</i> • <i>National Insurance Number,</i> • <i>Tax Code</i> • <i>Pension Payroll Number</i> • <i>Employment and Salary information necessary for calculating pension due</i> • <i>Attachment of earnings</i> • <i>Voluntary Deductions</i> • <i>Tax details</i> • <i>Banking information</i>
•	Why are we collecting this information and what will we use it for?
	<p><i>To allow the Pension Provider to:</i></p> <ul style="list-style-type: none"> • <i>Calculate Pension payments and entitlement</i> • <i>Determine increases or decreases in pension payments due</i> • <i>Tax code issues</i> • <i>Operate PAYE</i> • <i>Calculate net payment due after statutory and voluntary deductions</i> • <i>Pay pension and lump sum payments at the required time</i> • <i>Produce and dispatch payslips and Annual Benefit Statements</i> • <i>Process Bankers Automated Clearing Services</i> • <i>Prepare accounts, Actuarial valuations, Fraud prevention and to facilitate Scheme administration</i>

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	<ul style="list-style-type: none"> Report to organisations such as HMRC, Department for Work and Pensions and Government Actuary's Department. Provide and submit all necessary data for statutory reporting requirements. 				
•	What are the legal reasons (legitimate grounds) for collecting your personal data?				
	<p><i>UK GDPR</i></p> <p><i>Article 6(1)(b) - Processing is Necessary for the Performance of a Contract.</i></p> <p><i>Article 6(1)(c) - For Compliance with a Legal Obligation.</i></p> <p><i>The Fire Authority has a statutory duty and a contractual requirement to enable the Pension Provider to accurately calculate Pension payments and entitlements.</i></p> <p><i>Other Legislation</i></p> <ul style="list-style-type: none"> <i>Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013</i> <i>Pensions Act</i> <i>Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2015</i> <i>Public Service Pensions Act 2013</i> <i>The Pensions Act 2004</i> <i>The Firemen's Pension Scheme 1992</i> <i>The Firefighters' Pension Scheme Order 2006</i> <i>The Firefighters' Pension Scheme Regulations 2014</i> <i>The Public Service Pensions and Judicial Offices Act 2022</i> <i>The Firefighters' Pension Schemes (England)(Amendment) Order 2023</i> 				
•	How will your information be stored?				
	<i>On a secured centralised computer system. Certain paperwork is stored in a locked cupboard in the Pensions Department.</i>				
•	Who will have access to your information?				
	<i>Designated employees of the Fire Authority responsible for the Payroll and Pension function.</i>				
•	Will your information be shared with anyone other than the Fire and Rescue Service?				
	<table border="1"> <tr> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
•	If YES, then how will this be done?				
	<i>By secure email, secure data transfer or the postal system</i>				
	If YES, then who with?				
•	<p><i>If necessary, data may be shared with the following organisations:</i></p> <ul style="list-style-type: none"> <i>HMRC</i> <i>Department for Work and Pensions</i> <i>Office for National Statistics</i> 				

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	<ul style="list-style-type: none"> • <i>Government Actuary's Department</i> • <i>Police</i> • <i>Worcestershire Pension Fund</i> • <i>West Yorkshire Pension Fund</i> • <i>Bishop Fleming Auditors</i> • <i>Worcestershire Internal Audit Shared Service</i> • <i>National Fraud Initiative</i> • <i>Home Office</i> • <i>The Pensions Regulator</i> • <i>The Pensions Ombudsman</i> • <i>Civica (pension software provider)</i> • <i>Printing company (currently Place Partnership)</i> • <i>The Courts of England and Wales</i> • <i>Local Government Association</i> • <i>Scheme Advisory Board</i> <p><i>This is not an exhaustive list. 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. It will only be shared to the extent that we consider the information is reasonably required for the purpose</i></p>
	How long will we keep your information for?
•	<i>All data related to Pensions, including Payroll and Employment data, is retained for 100 years as advised by the Local Government Association</i>
	How will your information be disposed of?
•	<i>Electronic records will be deleted and paper files shredded securely by the Pension Provider appointed by Hereford & Worcester Fire and Rescue Service, currently Worcestershire County Council Pension Department.</i>
	Who do you contact if you have any questions about your information?
•	<p>The Information Governance Department by email on informationrequests@hwfire.org.uk</p> <p>Or you can call on 0345 122 4454 or write to Information Governance, Hereford & Worcester Fire and Rescue Service, Hindlip Park, Worcester WR3 8SP</p>
	What else do you need to know?
	Your Data: Your Rights
•	<p>Under data protection legislation, you have statutory rights relating to your own personal data:</p> <ul style="list-style-type: none"> • 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;

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	<p>•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;</p> <p>•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;</p> <p>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/</p> <p>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:</p> <p>Information Governance Hereford & Worcester Fire and Rescue Service HQ Hindlip Park Worcester WR3 8SP</p>
	<p>How do you make a complaint?</p>
•	<p>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</p>