

## **Leicestershire County Council Fair Processing Notice**

This notice tells you about why we need your information and how we will handle it.  
This notice covers:

### **Leicestershire Pension Service - Firefighters' Pension Scheme**

#### **What information do we need from you?**

The types of personal data we hold and process about you can include:

- Contact details, including name, address, telephone numbers and email address.
- Identifying details, including date of birth, national insurance number and payroll reference numbers.
- Information that is used to calculate and assess eligibility for benefits, for example, length of service or
- membership and salary information.
- Information about your family, dependents or personal circumstances, for example, marital status and
- information relevant to the distribution and allocation of benefits payable on death.

#### **Why do we need this?**

We need this information in order to administer, manage and provide a Firefighters' Pension Service to you, on behalf of your Fire Authority.

#### **Why are we allowed to process your information?**

Data Protection law allows us to process your information within certain conditions. In this case we are using the legal obligation to administer the Pension Service as the lawful condition for us to do this, as contracted by your Fire Authority.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because this is necessary as part of your contractual employment.

#### **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- (a) The Department for Work and Pensions (for prevention/detection of fraud)
- (b) Other Fire Authority Pension Funds (for statutory reasons, i.e. where an automatic transfer of pension benefits from another fire authority applies)

- (c) Faraday Tracing Bureau (for the purposes of mortality screening)
- (d) External and internal Auditors (for the provision of an external and internal audit of pension administration and data quality)
- (e) The Government Actuary's Department or any other Pension Actuary as instructed by your Fire Authority.
- (f) The Cabinet Office-for the purposes of the National Fraud Initiative
- (g) HMRC
- (h) The Courts of England and Wales-for the purpose of processing pension sharing orders on divorce.
- (i) Any of our employees, officers, agents, suppliers or subcontractors, as is reasonably necessary for the purposes set out in this privacy notice, and as necessary :
  - a. to the extent that we are required to do so by law;
  - b. in connection with any ongoing or prospective legal proceedings;
  - c. 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);
  - d. to any person who we reasonably believe may apply to a court or other competent authority for
  - e. disclosure of that personal information where, in our reasonable opinion, such court or authority would
  - f. be reasonably likely to order disclosure of that personal information

### **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

### **How long we will keep it for?**

We will only keep this information for as long as necessary or as the law requires. For this service it would only be for as long as we administer the firefighters' pension scheme for your Fire Authority.

### **What if something changes?**

If the information you provided changes or your circumstances change, please contact Leicestershire County Council, Pension Section, County Hall, Glenfield, Leicester, LE3 8RB. Tel: 0116 305 6944. Email: [firepensions@leics.gov.uk](mailto:firepensions@leics.gov.uk)

If we need to change something like who we want to share this information with, we will contact you to let you know.