



PRIVACY NOTICE (SUMMARY) FOR THE MEMBERS AND BENEFICIARIES OF THE SHROPSHIRE COUNTY PENSION FUND¹

This privacy notice explains how and for what purpose(s) Shropshire Council² (the “**Administering Authority**”, or “**we**”) uses personal data about for members and beneficiaries (referred to as “**you**”) of the of the Shropshire County Pension Fund (the “**Fund**”) ³. As the Administering Authority of the Fund we hold certain information about you and from which you can be identified (“**personal data**”) which we need to administer the Fund.

In this privacy notice, we have summarised some of the key ways in which we collect and use personal data in accordance with our requirements under data protection legislation⁴. Further information can be found in the Full Privacy Notice at the following link:

<https://shropshirecountypensionfund.co.uk/data-protection-privacy-notice/>

It is important that you read this privacy notice together with any other privacy notice or fair processing policy we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice replaces any general privacy notice we may have previously issued and supplements any other notices and privacy policies we issue that are specific to particular data collection / processing activities.

¹ Shropshire County Pension Fund. Please note that this notice will not be suitable for issue to vulnerable individuals, including children. Administering Authorities may wish to take legal advice on what would be suitable to be supplied to vulnerable individuals, including children, and the changes that should be made order to ensure that the content can be understood. The European Data Protection Board (previously known as the Article 29 Data Protection Working Party) guidelines state that where information previously provided to data subjects (for example, in privacy notices) is being updated to comply with the UK GDPR, it should be made clear to the data subjects that changes have been made in order to comply with the UK GDPR – Administering Authorities may wish to consider the extent to which wording is included in the privacy notice in this regard.

² Shropshire Council

³ Shropshire County Pension Fund

⁴ Please note that the relevant data protection legislation includes:

- the UK Data Protection Act 2018;
- the UK GDPR (as defined in section 3(1) the Data Protection Act 2018
- the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003) (as amended and incorporated into the laws of England & Wales, Scotland and Northern Ireland);
- the General Data Protection Regulation 2016/679;
- the Data (Use and Access) Act 2025; and
- all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of personal data (including, without limitation, the privacy of electronic communications).

What personal data we hold⁵

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, employee membership numbers and, if you have used a pension dashboard to access information about your pension, a “pension identifier” (PEI), which is used to confirm a match and identify your specific benefits under the Fund for the purposes of displaying information via a dashboard.
- Information relating to your benefits in the Fund, including length of service or membership and salary.
- Other information in relation to your membership of the Fund or to enable the calculation or payment of benefits, for example bank account details.
- Information about your family, dependants or personal circumstances, for example, marital status and information relevant to the distribution and allocation of benefits payable on death.
- Information about your health, for example, to assess eligibility for benefits payable on ill health, or where your health is relevant to a claim for benefits following the death of a member of the Fund
- Information about your health, for example, to assess eligibility for benefits payable on ill health, or where your health is relevant to a claim for benefits following the death of a member of the Fund.⁶
- Information about a criminal conviction if this has resulted in you owing money to your employer or the Fund and the employer or the Fund may be reimbursed from your benefits.⁷
- Information about any previous membership of other public service pension schemes and other LGPS administering authorities, including your date of leaving and whether the previous scheme /authority has assessed your eligibility for underpin protection (see “How we will use your information” below).

⁵ Please consider whether any personal data other than that listed is held or processed. Please note that Article 9 of the UK GDPR applies different treatment to the processing of special categories of personal data. In addition, the Administering Authority should conduct a separate review of the correspondence and documentation provided to members and beneficiaries at the point in time that the personal data is requested, such as new joiner forms, transfer applications, expression of wish forms and applications for early retirement etc. In particular: (a) the documentation will need to flag why there is a requirement to provide the information, whether the individual is obliged to do so and the possible consequences of failing to provide that data (see Article 13 of the UK GDPR) - this isn't explicitly covered in the template privacy notice which is drafted on the basis that the Administering Authority already holds personal data about the data subject; and (b) the Administering Authority will also need to consider how the privacy notice is incorporated into the data collection process.

⁶ Explicit consent may be required in the processing of health data and ill health early retirement applications. This privacy notice does not seek such consent, which should be obtained at the time of any application. It should not generally be necessary to renew consents obtained under the Data Protection Act 1998 in respect of past ill health early retirement applications provided that the requirements of the UK GDPR/ new UK data protection legislation were complied with. However, legal advice should be taken. As a pragmatic approach, Administering Authorities should consider renewing consent when communicating with individuals about special category data collected prior to 25 May 2018. An appropriate policy document may also be required where special category information is processed.

⁷ Explicit consent may also be needed to process information about criminal convictions/offences. An appropriate policy document will also be required in almost all cases where information about criminal convictions is processed. Extra information will have to be provided to the individual as and when the consent is obtained or the Administering Authority receives personal data concerning criminal convictions/offences. The Administering Authority may wish to review and update any current communications and documentation and/or take legal advice in relation to the same. See note 10.

We obtain some of this personal data directly from you.⁸ We may also obtain data (for example, salary information) from your employer(s) for example, salary information) and from other sources including public databases and the advisers and service providers that we may share your personal data which are listed in the Full Privacy Notice.

Where we obtain information concerning certain "special categories" of particularly sensitive data, such as health information, extra protections apply under the data protection legislation. We will only process your personal data falling within one of the special categories with your consent, unless we can lawfully process this data for another reason permitted by that legislation. You have the right to withdraw your consent to the processing at any time by notifying the Administering Authority in writing.⁹

However, if you do not give consent, or subsequently withdraw it, the Administering Authority may not be able to process the relevant information to make decisions based on it, including decisions regarding the payment of your benefits.

What will we do with your personal data?

We will use this personal data to administer the Fund and to calculate and provide you (and, if you are a member of the Fund, your beneficiaries if you die) with benefits. We will also use this personal data for statistical and financial modelling and reference purposes (for example, when we assess how much money is needed to provide members' benefits and how that money should be invested), and to comply with our legal obligations. We will also use your personal data to facilitate your access your pensions information via a pensions dashboard. For more details about the purposes for which we process your personal data, please see the Full Privacy Notice.

From time to time, we will share your personal data with third parties, including our contractors, advisors, government bodies and dispute resolution and law enforcement agencies and insurers in order to comply with our obligations under data protection legislation, and in connection with the provision of services that help us carry out our duties, rights and discretions in relation to the Fund. These organisations are listed in the Full Privacy Notice.

We may also process your personal data to assess and, if appropriate, action a request you make to transfer your benefits out of the Fund.¹⁰

In some cases recipients of your personal data may be outside the UK. If this occurs, we will make sure that additional safeguards are in place to protect your data in accordance with applicable data protection laws. Please use the contact details below if you want more information in connection with this.¹¹

⁸ Please note that where members or beneficiaries are asked to provide health related data, explicit consent to the processing of that data should be obtained at the time it is requested. See note 10.

⁹ If pre- UK GDPR consents did not inform individuals of this right (which is likely, given that it is a new explicit right under the UK GDPR) then it may not be possible to rely on them. Retrospectively informing members/beneficiaries may not be adequate therefore legal advice should be taken. See note 10.

¹⁰ This is intended to cover situations where additional information is required by Administering Authorities to rule out pension scam activity and process a transfer requests. However, additional information will need to be provided to the data subject at the time the information is collected to fully comply with the UK GDPR. See note 3 above.

¹¹ This generic wording does not fully meet the requirements of the UK GDPR and the standards of the ICO but is intended to address the requirements of Articles 13(1)(f) and 14(1)(f) of the UK GDPR. The European Data Protection Board (previously Article 29 Working Party) guidelines state that known third countries should be specified, along with the UK GDPR-compliant mechanism that is being used to protect the personal data, but this may not be practical. If Administering Authorities have further details about the international transfers of personal data and the safeguards in place to protect that data, then this paragraph should be amended. Administering Authorities should consider their own circumstances and take legal advice where appropriate.

What is the lawful basis for our use of your personal data?

The lawful basis¹² for our use of your personal data will usually be that we need to process your personal data to satisfy our legal obligations as the Administering Authority of the Fund, including our obligations under the Pensions Dashboard Regulations 2022. Where that lawful basis does not apply then the lawful basis for our use of your personal data will be one or more of the following¹³:

- a) we need to process your personal data to carry out a task in the public interest or in the exercise of official authority in our capacity as a public body; and/or
- b) we need to process your personal data for the legitimate interests¹⁴ of administering and managing the Fund and liabilities under it, calculating, securing and paying benefits and performing our obligations and exercising any rights, duties and discretions the Administering Authority has in relation to the Fund; and/or
- c) because we need to process your personal data to meet our contractual obligations to you in relations to the Fund (for example, under an agreement that you will pay additional voluntary contributions to the Fund), or to take steps, at your request, before entering into a contract.

Please note that where we indicate that our processing of your personal data is necessary for us to comply with a legal obligation, or for us to take steps, at your request, to potentially enter into an employment contract with you, or to perform it, and you choose not to provide the relevant personal data to us, we may not be able to enter into or continue our contract with you.

How long will we hold your data?

We will only keep your personal data for as long as we need it to administer the Fund and to deal with any questions or complaints that we may receive about this, unless the law requires us to keep it for a longer period. In practice, this means that your personal data may be retained for **the greater of**:¹⁵

¹² This is intended to address the requirements of Articles 13(1)(c) and 14(1)(c) of the UK GDPR. However, please note this should be supplemented or replaced with more detail. Specifically, we recommend that Administering Authorities use their records of processing (as required under Article 30 UK GDPR), to include in this notice, a detailed table that identifies each of the processing activities carried out by the Administering Authority in relation to the Fund, linked to the categories of personal data used in respect of each activity and the applicable lawful basis. It is becoming increasingly common to include that more detailed explanation.

¹³ We have assumed that the Administering Authority or its advisers/service providers are not carrying out any automated decision making (including profiling). Administering Authorities should check the position because any automated decision making that is being carried out will need to be flagged in the privacy notice (see Article 13(2)(f) and Article 14(2)(g) of the UK GDPR). The Administering Authority should also be made aware that if they carry out automated decision making in the future then that further information will need to be provided to the individuals concerned. The Administering Authority should take legal advice before undertaking any automated decision making (including profiling).

¹⁴ The UK GDPR does not permit public authorities to rely on legitimate interests for any processing they undertake in their capacity as a public authority. However, where the public authority has other legitimate purposes outside of their tasks as a public authority e.g. a contract between the Administering Authority and individual where AVCs are being made, it may be possible to rely on legitimate interest as a legal basis for collecting and processing that personal data. The Data (Use and Access) Act 2025 introduces a new lawful basis of 'recognised legitimate interests' in Article 6(1)(ea), with a narrow list of pre-approved purposes that are in the public interest. Annex 1 of the UK GDPR lists the pre-approved purposes. In practice, the circumstances in which an Administering Authority is likely to rely on any of the existing 'recognised legitimate interests' are likely to be very limited, though note that the list of 'recognised legitimate interests' may be extended in future. Legal advice should be taken.

¹⁵ The greater of "100 years from date of birth" and "last payment of benefits to the Member/Beneficiary plus 15 years", is intended to ensure that Administering Authorities are acting in line with the Pensions Regulator's Code of Practice 14 (Public Service Pension Schemes) which notes that data will need to be held for long periods of time and schemes will need to retain some records for a member even after that individual has retired, ensuring that pension benefits can be properly administered over the lifetime of the member and their beneficiaries (paragraph 135).

- Such period as you (or any beneficiary who receives benefits after your death) are entitled to benefits from the Fund and for a period of 15 years¹⁶ after those benefits stop being paid. For the same reason, your personal data may also need to be retained where you have received a transfer, or refund, from the Fund in respect of your benefit entitlement; or
- 100 years from a member's date of birth¹⁷, or
- 100 years from the date of birth of any beneficiary who received benefits from the Fund after the member's death

Where you seek to access your pensions information via a pensions dashboard, the pensions dashboard regulations require us to retain different types of information (some of which includes personal data) for specific periods, as described in more detail here¹⁸:

<https://www.pensionsdashboardsprogramme.org.uk/standards/data-retention-schedule>

Your rights¹⁹

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct or complete your personal data if there are any errors or it is out of date or incomplete. In very limited circumstances, you may also have a right to ask us to restrict²⁰ the processing of your personal data, or to transfer or (in extremely limited circumstances, such as where your personal data is no longer needed for the purpose for which it is being processed) erase²¹ your personal data. You should note that we are not obliged to erase your personal data if we need to process it for the purposes of administering the Fund.

In certain circumstances you have the right to object to the processing of your personal data; for example, you have the right to object to processing of your personal data which is based on the public interest or legitimate interests identified in the section above headed "*The technical bit*", or where processing is for direct marketing purposes.

You can obtain further information about your rights from the Information Commissioner's Office at www.ico.org.uk or via its telephone helpline (0303 123 1113).

¹⁶ The suggested period of "last payment of benefits plus 15 years" is based on the current maximum statutory limitation period, as any complaints about the payment of those benefits would usually need to be brought within that timeframe.

¹⁷ The suggested period of "100 years from date of birth" is based on the guidelines by the National Archives and the ICO's retention policy.

¹⁸ The Pensions Dashboard Regulations 2022 specify the maximum retention periods for specific types of personal data, as summarised here: <https://www.pensionsdashboardsprogramme.org.uk/standards/data-retention-schedule>.

¹⁹ This is intended to satisfy the requirements of Articles 13(2)(b) and 14(2)(c) of the UK GDPR. As mentioned above, the privacy notice will need to be amended and simplified if it is to be sent to children (and potentially other vulnerable individuals) in order to ensure they can understand the content.

²⁰ See Article 18 of the UK GDPR. The Administering Authority should restrict the processing of the personal data (subject to certain exceptions e.g. storage or to defend a legal claim or for reasons of important public interest) in a number of circumstances specified in Article 18. These include where the individual has contested the accuracy of the personal data. The processing would also have to be restricted where the individual has raised an objection, and the Administering Authority's justification for the processing is based on Article 6(1)(e) or (f) i.e. the necessity to: perform a task in the public interest or pursuant to an official authority; or (if applicable) in its legitimate interests. In practice we anticipate Administering Authorities are likely to have another justification for processing data (i.e. to satisfy their legal obligations under the LGPS regulations) and so members will not be able to restrict processing of accurate data. However, any applicable restriction will last until the Administering Authority is able to verify the accuracy of the personal data or demonstrate an overriding justification for its processing respectively. For reference, note: Article 21(1) contains the right of the data subject to object to the processing of personal data in circumstances relating to the individual, where the controller is relying on the justifications in Article 6(1)(e) or (f), which includes those mentioned immediately above. Under Article 21(2), the right to object also includes where personal data is used for direct marketing purposes and profiling for that purpose.

²¹ See Articles 17(1) and 17(2) of the UK GDPR. This information has to be included notwithstanding that in relation to the LGPS it is not anticipated that members/beneficiaries will in practice have a right of erasure (due to the legal basis for which personal data is collected and processed).

If you wish to exercise any of these rights or if you have any queries, complaints²² or concerns regarding the processing of your personal data, please contact the Fund Administrator or our Data Protection Officer as indicated below.²³ You can submit a data protection complaint to us by filling in our contact form, which is available at:

<https://www.shropshirecountypensionfund.co.uk/contact-us/>

You also have the right to lodge a complaint in relation to this privacy notice or the Administering Authority's processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.²⁴

One of the reasons we collect and hold your personal data is to administer your benefits from the Fund²⁵. If you do not provide the information we request, or ask that the personal data we already hold is deleted or that the processing of the personal data be restricted, this may affect our ability to administer your benefits, including the payment of benefits from the Fund. In some cases it could mean that we are unable to put your pension into payment or have to stop your pension (if already in payment).²⁶

Updates

We may update this notice periodically. Where we do this, we will inform members and beneficiaries of the changes and the date on which the changes take effect.

Complaints

If you would like to make a complaint regarding the use of your personal data, you can contact the Data Protection Officer at Shropshire Council.

By post: Information Governance Team

Legal and Governance

Resources Directorate

Shropshire Council

Guildhall

Frankwell Quay

Shrewsbury

SY3 8HQ

By phone: 01743 252179

²² The Data (Use and Access) Act 2025 introduces a new requirement in section 164A of the Data Protection Act 2018 for controllers to (a) facilitate the making of data protection complaints (for example, by providing a complaint form), (b) acknowledge receipt of complaints within 30 days of receiving them; (c) without undue delay, take appropriate steps to respond to complaints, including making appropriate enquiries, and keep the complainants informed; and (d) without undue delay, tell the complainants the outcome of their complaints. These specific changes are expected to come into effect in June 2026. The Secretary of State may by further regulations require controllers to notify the ICO of the number of complaints received by it under section 164A, though those further regulations (which will include further detail on, for example, the form of that notification and how the number of complaints is to be calculated) have not yet been published.

²³ The controller is also under an obligation to inform other data recipients that personal data has been rectified, restricted or erased, and inform the individual of such data recipients on request. See Article 19 of the UK GDPR.

²⁴ This is intended to satisfy the requirements of Articles 13(2)(d) and 14(2)(e) of the UK GDPR.

²⁵ In order to satisfy Article 13(2)(e) of the UK GDPR, correspondence/documentation asking for personal data should contain specific information about why such information needs to be provided and whether the individual is obliged to provide the information. Legal advice should be taken to ensure any such correspondence/documentation is compliant.

²⁶ See Article 17(3) of the UK GDPR. Article 18(2) and 18(3) provide exceptions to the right of the individual to restrict the processing of personal data in certain circumstances.

By email: information.request@shropshire.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

By post: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

By phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number. Alternatively, visit ico.org.uk or email casework@ico.org.uk

Contacting us

By post: Pensions

PO Box 4826

Shrewsbury

SY1 9LJ

By phone: 01743 252130

By email: pensions@shropshire.gov.uk

Web: www.shropshirecountypensionfund.co.uk