

PRIVACY NOTICE FOR OUR SCHEME: THE LEGAL SERVICES COMMISSION STAFF PENSION AND ASSURANCE SCHEME (NO 4)

Background

The Trustees of the Scheme from time to time hold and process personal data about Scheme members and beneficiaries in order to run the Scheme. In doing so, we comply with relevant data protection legislation.

What we do with your data

As data controllers, the Trustees collect and process your personal data for the purposes of complying with their legal duties to administer the Scheme, and for other legitimate purposes relating to the operation of the Scheme. This includes processing to calculate benefits, to assess scheme funding, for investment and risk management purposes, and in connection with any decision(s) that may be taken by the Trustees to secure your Scheme benefits.

Whilst much of the data we hold has been provided by members themselves, we also hold and process data provided from other schemes from which members have transferred, from HM Revenue and Customs (HMRC), the Department for Work and Pensions (DWP) and regulatory bodies and from tracing organisations. A limited amount of historic data will from time to time also be provided by the Ministry of Justice (MoJ) on behalf of the Scheme's principal employer. We also receive information from members about their proposed beneficiaries, who may be eligible to receive benefits on the member's death. We assume that you have the consent of those individuals to provide us with this information and that you will share this privacy notice with them. We will not provide a copy of this notice to those individuals.

What data we hold

The data we hold is to assist the Trustees to calculate and pay the benefits that members are entitled to and this includes your name, address, salary, years of service with the scheme, date of birth, NI number and contact details.

We also hold some special categories or "sensitive" data about individuals for the purposes of administering the Scheme (for example in relation to ill-health or death benefits). We will in most circumstances process this data as necessary for the establishment, exercise or defence of legal claims to benefits or in the performance of our legal obligations in connection with employment, social security and social protection (as allowed by legislation). If there are any occasions where we seek your explicit consent to process sensitive data then you can withdraw it at any time.

The Trustees delegate all day-to-day processing of individual data to the Scheme administrators. The Trustees themselves do not routinely access data about individuals. The Trustees are, however, ultimately accountable for all personal data held and processed by the Scheme, and accordingly have policies and processes in place regarding the management of that data.

Who else processes your data?

We share your personal data with certain third parties involved in running the Scheme, for example, the Scheme Administrator, the Scheme Actuary, its auditors and/or the Scheme's legal advisers. Personal data is also shared with the Scheme's annuity provider for the purposes of calculating the appropriate monthly payment due to the Scheme so that pensions can be paid. At the time this privacy notice is being issued:

- the Scheme Administrator is Hymans Robertson LLP ("Hymans");
- the Scheme Actuary is Matthew Davis of Hymans;
- the Scheme's legal advisor is CMS Cameron McKenna Nabarro Olswang LLP;
- the Scheme's auditors are Crowe Clark Whitehill LLP; and
- the Scheme's annuity provider is Legal & General.

In some circumstances we are joint controllers with the Scheme Actuary, the legal advisers and auditors (who will process personal data to comply with their professional duties as advisers to the Trustees), the Scheme's annuity provider, and also the MoJ.

Where data is held by the MoJ, this is to enable the MoJ to comply with its legal obligations on behalf of the Scheme's sponsoring employer. It has a legitimate interest in the Scheme being run in an accurate and cost effective way. The Trustees may also share information with the MoJ and its auditors and advisers for this purpose. Any data held by the MoJ and shared with the Trustees is primarily used to assist the Trustees in responding to historic member queries.

It may also become necessary from time to time to:

- share data with regulatory or governmental/quasi-governmental bodies (e.g. the Pensions Ombudsman, HMRC or DWP) so that Scheme members are paid the correct benefits under the Scheme in accordance with the rules, overriding pensions legislation and other regulatory requirements and so that the Trustees can establish, exercise and defend legal claims; and/or
- transfer data to other countries, including outside the United Kingdom; for example, to pay pensions to members living overseas. Where such transfers are made, the parties involved will ensure adequate safeguards are in place.

Storage of your personal data

Pension benefits are paid over a long period and your right to benefits under the Scheme is based on information which may go back many years. Our general policy is therefore to retain information relating to you for the duration of your lifetime. Once your membership of the Scheme ends, for example, if you transfer your benefits out of the Scheme or take them as a lump sum, we will hold onto your data for up to 20 years. However, information may be held for longer where we consider it appropriate to make sure the Scheme pays the correct benefits and to deal with any queries which arise after that time.

Hymans, as Scheme administrators, will retain your personal data for no more than 20 years after the termination of their contract with the Trustees. The data will be securely archived after 7 years after the point in time when all of your pension liabilities are extinguished from the Scheme. The data will then be permanently deleted after 20 years from that time. This is primarily to be able to assist with queries relating to the administration of the Scheme. It is also to protect themselves against any subsequent legal claims.

Your rights

You have the right to access your personal data and require that we rectify any errors in the data that we hold, or request that we erase your personal data. In some circumstances, you can also require that we restrict the way we process your personal data, object to its processing or request a copy of your personal data for the purposes of transmitting elsewhere. Where we have requested and obtained your consent to process particular information, you may withdraw that consent at any time. However if we do not hold all the data we need to administer your benefits, we may not be able to pay out the benefits you are entitled to.

Contact details

If you have any questions about this please contact any of the data controllers listed above using the following contact details:

Email: Catherine.McLoughlin@justice.gov.uk

Address: Trustees of the Legal Services Commission Staff Pension and Assurance Scheme (No 4)
c/o Catherine McLoughlin

Hymans Robertson LLP
1 London Wall
London EC2Y 5EA

What if you have a complaint?

To make a complaint about how we have handled your information, contact us as set out above.

If you are not satisfied with our response to your complaint or believe our processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office. Its contact details are:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone number: 0303 123 1113 or 01625 545 745