



# Firefighter Pensions Scheme (for members and beneficiaries)

This privacy notice is for members and beneficiaries of the Firefighter Pension Schemes (the "**Scheme**"). It has been prepared by Royal Berkshire Fire and Rescue Service (the "**Fire Authority**", or "**we**") in its capacity as the manager of the Scheme (the "**Scheme Manager**").

Your privacy is important to us. This privacy notice explains what personal data Royal Berkshire Fire and Rescue Service collects about you and how we store and use that data.

Personal data is processed in accordance with the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulation (UK GDPR).

This privacy notice is also provided on Siren and the Royal Berkshire Fire and Rescue Service website.

## What information we collect about 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 employee and membership numbers.
- Information that is used to calculate and assess eligibility for benefits, for example, length of service or membership and salary information.
- Financial information relevant to the calculation or payment of benefits, for example, bank account and tax details.
- 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.
- 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 Scheme.
- Information about a criminal conviction where this may result in pension forfeiture.

We obtain some of this personal data directly from you. We may also obtain data (for example, salary information) from your current or past employer(s), from a member of the Scheme (where you are or could be a beneficiary of the Scheme as a consequence of that person's membership of



the Scheme) and from a variety of other sources including public databases (such as the Register of Births, Deaths and Marriages), our advisers and government or regulatory bodies, including those in the list of organisations that we may share your personal data with set out below.

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

Where you have provided us with personal data about other individuals, such as family members, dependants or potential beneficiaries under the Scheme, please ensure that those individuals are aware of the information contained within this notice.

## Why we need it

The Fire Authority holds personal data about you in its capacity as data controller for the proper handling of all matters relating to the Scheme, including its administration and management. This includes the need to process your data to contact you, to calculate, secure and pay your benefits, for statistical and financial modelling and for reference purposes (for example, when we assess how much money is needed to provide members' benefits and to inform the Home Office of any additional funding requirements), and to manage liabilities and administer the Scheme generally. Further information about how we use your personal data is provided below.

## Our legal basis for processing

Under the UK General Data Protection Regulation (UK GDPR), we are able to process your personal data under article 6(1)(b) necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract, 6(1)(c) necessary for compliance with a legal obligation and 6(1)(e) necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We process special category data under article 9(2)(a) the data subject has given explicit consent, (2)(b) necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement, and 9(2)(g) necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguarding measures.



We will only use your personal information when the law allows us to.

- To meet the obligations under the pensions agreement
- To meet a legal obligation, for example to ensure all members are offered equal treatment, all remaining protected members who are not currently members of FPS 2015 transferred into this scheme on 1 April 2022.
- With your consent, in terms of any information you may provide about your health so we might make reasonable adjustments and support you in anyway.

## What we do with it

We will use this data to deal with all matters relating to the Scheme, including its administration and management. This can include the processing of your personal data for all or any of the following purposes:

- to contact you.
- to assess eligibility for, calculate and provide you (and, if you are a member of the Scheme, your beneficiaries upon your death) with benefits.
- to identify your potential or actual benefit options and, where relevant, implement those options.
- for statistical and financial modelling and reference purposes (for example, when we assess how much money is needed to provide members' benefits).
- to comply with our legal and regulatory obligations as Scheme Manager.
- to address queries from members and other beneficiaries and to respond to any actual or potential disputes concerning the Scheme.
- the management of the Scheme's liabilities.

## Sharing your information

There are a number of reasons why we may share your information outside of our Service. This can be due to:

- ✓ Our obligations to comply with current legislation
- ✓ Our duty to comply with a Court Order
- ✓ You have consented to the sharing / disclosure



From time to time we will share your personal data with advisers and service providers so that they can help us carry out our duties, rights and discretions in relation to the Scheme. Some of those organisations will simply process your personal data on our behalf and in accordance with our instructions. Other organisations will be responsible to you directly for their use of personal data that we share with them. They are referred to as data controllers and we have highlighted them in the table below. The data controllers may be obliged under the data protection legislation to provide you with additional information regarding the personal data that they hold about you and how and why they process that data. Further information may be provided to you in a separate notice or may be obtained from the advisers and service providers direct, for example, via their websites.

These organisations include the Scheme's:

| <b>Data processors</b>  | <b>Data controllers</b>  |
|---|--|
| <ul style="list-style-type: none"><li>• Administrator (West Yorkshire Pension Fund)</li><li>• Accountants</li><li>• Tracing bureaus for mortality screening and locating members</li><li>• Overseas payments provider to transmit payments to scheme member with non-UK accounts</li><li>• Printing companies</li><li>• Pensions software provider</li><li>• Suppliers of IT, document production and distribution services</li></ul> | <ul style="list-style-type: none"><li>• Actuarial consultant</li><li>• Scheme benefit consultant</li><li>• Legal adviser</li><li>• Actuary</li><li>• Statutory auditor</li><li>• External auditor</li><li>• Internal auditor</li><li>• Insurance companies in connection with ill health benefits</li><li>• The Department for Work and Pensions</li><li>• The Government Actuary's Department</li><li>• The Cabinet Office - for the purposes of the National Fraud Initiative</li><li>• HMRC</li><li>• The Courts of England and Wales - for the purpose of processing pension sharing orders on divorce</li></ul> |

In each case we will only do this to the extent that we consider the information is reasonably required for these purposes.



Where requested or if we consider that it is reasonably required, we may also provide your data to government bodies and dispute resolution and law enforcement organisations, including those listed above, the Pensions Regulator, the Pensions Ombudsman and Her Majesty's Revenue and Customs (HMRC). They may then use the data to carry out their statutory functions.

The organisations referred to in the paragraphs above may use the personal data to perform their functions in relation to the Scheme as well as for statistical and financial modelling (such as calculating expected average benefit costs and mortality rates) and planning, business administration and regulatory purposes. They may also pass the data to other third parties, to the extent they consider the information is reasonably required for a legitimate purpose.

Occasionally, we may request/provide some of your data from/to a previous pension administrator for the purposes of enabling us to understand your pension rights from the scheme.

Following the publication of The Firefighters' Pension Schemes (England) (Amendment) Order 2023 which came into force on 1 October 2023, a second options exercise will take place to allow eligible retained firefighters to buy pension service as a special member of the Firefighters' Pension Scheme 2006 (FPS 2006).

A retained firefighter transferring from one Fire and Rescue Authority (FRA) to another without a break in service will be treated as having continuous service with the second FRA.

If you are a retained firefighter that has expressed an interest in the second option exercise, and you have provided service for more than one FRA, RBFRS will need to share your personal data with that other FRA so they can identify you, including your name, national insurance number and date of birth. The second FRA would then return that same data back to us along with your relevant service term(s) and pay information. We both need to exchange this information in order to determine your entitlement to the FPS 2006 and this means that sharing this data is justified under data protection laws because it is necessary for compliance with legal obligations.

If you have any queries about the information that is shared about you as part of your expression of interest in the second option exercise, please contact us on:

[PensionsSecondOptionsExercise@rbfrs.co.uk](mailto:PensionsSecondOptionsExercise@rbfrs.co.uk).

We may disclose information to other agencies without consent where it is necessary, either to comply with a legal obligation, or where permitted under the UK General Data Protection Regulation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

We work closely with other agencies, such as councils, health services, adult and children's services and may, for the purpose of preventing risk of harm to yourself or another an individual, share your personal information.

As a public authority, we are also subject to information rights legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation. We do receive requests for information, however, unless there is a legal obligation to provide your



personal data, information will be released in a redacted form. This means your personal data will be removed before publication so that you cannot be identified.

Your personal information will not be transferred outside of the European Economic Area (EEA).

## How long we keep it and how it is stored

We will only retain information for as long as necessary. Records are maintained in line with our retention schedule, which determines the length of time records should be kept.

Consequently, personal information relating to Pensions will be retained for as long as we need in order to fulfil the purpose(s) for which it was collected and for so long afterwards as we consider may be required to deal with any questions or complaints that we may receive about our administration of the Scheme, unless we elect to retain your data for a longer period to comply with our legal and regulatory obligations. In practice, this means that 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 Scheme and indefinitely 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 Scheme in respect of your benefit entitlement.

We take our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. This means that your information will be kept in a secure environment and access to it will be restricted according to the 'need to know' principle. Personal details will then be destroyed/deleted.

We do compile and publish statistics showing certain information, but not in a form which identifies anyone.

## Your rights

Under the UK General Data Protection Regulation you are entitled to exercise your right to object to us processing your data and obtain information that is held about you.

If at any point you believe the information we process on you is incorrect, you can request to have it corrected or deleted. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.



If you wish to discuss the information we hold about you, make a complaint about how we have handled your personal data or object to us processing it, you can contact our Data Protection Officer (DPO) who will investigate the matter.

Further information about your individual rights is available on the [Information Commissioner's Office \(ICO\) website - your data matters](#).

## Who to contact

Our Data Protection Officer can be contacted via:

Email: [DataProtection@rbfrs.co.uk](mailto:DataProtection@rbfrs.co.uk)

Telephone: 0118 945 2888

Write to:

Data Protection Officer  
Royal Berkshire Fire and Rescue Service  
Newsham Court  
Pincents Kiln  
Calcot  
Reading  
Berkshire  
RG31 7SD

If you are not satisfied with our response or the way we handle your information, you can complain to the Information Commissioner's Office (ICO):

[ICO Website - make a complaint](#)

Write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

16 November 2023

**ROYAL BERKSHIRE**  
**FIRE AND RESCUE SERVICE**

-  RoyalBerksFRS
-  @RBFRSOfficial
-  RoyalBerkshireFire
-  Royal Berkshire Fire & Rescue Service
-  [rbfrs.co.uk](http://rbfrs.co.uk)