

## How we will use your information

### *Firefighters' Pension Scheme*

This privacy information note explains the information the London Fire Brigade ("we") are collecting about you, why we have collected it and how it will be used. This privacy note should be read along with our "General privacy notice" which explains more about who we are, our role in data protection and what rights you have.

**Process owner:** Payroll and Exchequer Services

This notice relates to the following categories of data subject: [Employee](#), [Customer \(Beneficiary\)](#)

### Why we are collecting your information

We are collecting your information for the administration of your membership to the pension scheme. If necessary we will also collect health data in order to assess your eligibility for benefits payable on ill health, or information about a criminal conviction where this may result in pension forfeiture.

### What happens if I do not want my information collected?

It is necessary to collect your information in order to administer your membership of the Scheme or as a beneficiary. If you do not want information collected we may be unable in some circumstances to comply with our obligations as your employer, and you may not receive your correct benefits.

### What information is being collected

The information we are processing falls into the following categories of personal data:

#### Categories of personal data:

- Personal details
- ID Numbers
- Work details
- Financial details

#### Special categories of data:

- Health and Medical
- Criminal data

### Legal basis for the processing

Before we process your data we need a legal basis for doing so. In this case, the basis for processing your personal data is that it is our responsibility as your employer to provide a workplace pension.

This is covered under the Data Protection law below:

[General Data Protection Regulation \(EU\) 2016/679](#) [reference to Article 6.1(b and c)]

- It is necessary for the performance of a contract that you are a party to or that we are negotiating with you.
- We need the information to comply with a legal obligation
  - Reference to: Employment Legislation

And the processing of your special categories of data is in order to comply with our contractual and legal obligations as an employer.

This is covered under the Data Protection laws below:

General Data Protection Regulation (EU) 2016/679 [reference to Article 9.2 (b) and Article 10]

- It is necessary for the performance of a contract that you are a party to or that we are negotiating with you.
- 10 - Processing of personal data relating to criminal convictions and offences based on Article 6(1) shall be carried out only under the control of official authority providing for appropriate safeguards for the rights and freedoms of data subjects.
  - With reference to Data Protection Act 2018: Ch 2, part 2, 10 and sch 1, part 1, (1) - Employment

### **How we collect the information about you**

We obtain your information directly from you.

### **Who we share your information with**

We share your information internally and with the Local Pensions Partnership (LPP) who is the scheme's service provider, administering your pension on our behalf.

### **How long we hold your information for**

We will hold your information for such period as you (or any beneficiary who receives benefits after your death) are entitled to benefits from the Scheme and for a period of 12 years after those benefits stop being paid.

### **Automated decision making**

The information we have collected will not be used to make any automated decisions about you.