

How Hymans Robertson uses your personal data

For members of local government pension funds

Hymans Robertson provides specialist advice to pension schemes in the UK, including local government pension funds. If you've been sent a link to this document by the Administering Authority of your local government pension fund, please take a few moments to read the information below. It explains how we use your personal data.

About Hymans Robertson

Hymans Robertson is a professional services firm. We specialise in providing actuarial services to Administering Authorities of local government pension funds, employers, and trustees of private sector pension schemes.

Actuarial services include things like calculating the value of the pension fund, calculating how much money needs to be transferred when fund members move from one employer to another, and advising on how much money employers need to pay into the pension fund so the fund can pay all of the members' benefits.

For each local government pension fund, Hymans Robertson (through one of its qualified actuaries) acts as Fund Actuary and provides advice to the Administering Authority. The Fund Actuary is independent of all employers in the fund and the Administering Authority.

Hymans Robertson has a written agreement with each Administering Authority. We will comply with these agreements and professional standards when using personal data.

Why does Hymans Robertson need my personal data?

We need personal data about the members of the fund, so that our calculations will be as accurate as possible. Often these calculations depend on the age, sex, earnings, postcode, marital status and type of pension (if retired) of the scheme members.

What personal data does Hymans Robertson need?

We need the following categories of personal data:

- Personal details including name, address, date of birth, sex, marital status and NI number
- Employment and scheme membership details, including length of service, salary, pension contributions and benefits paid
- In some cases, limited health information, for example whether retirement was due to ill health

We try to keep the amount of data we use to the minimum.

Who's accountable for looking after my personal data?

The Administering Authority of the fund and Hymans Robertson are both accountable.

We both have to make sure that we use your personal data in line with the data protection principles contained in data protection laws (including the General Data Protection Regulation, or "GDPR").

In practice, the Administering Authority and Hymans Robertson will have varying degrees of day-to-day responsibility. This is because we use your personal data in different ways and at different times.

We've listed the data protection principles here and indicated who is usually responsible.

Principle	Administering Authority	Hymans Robertson
Principle 1: Personal data is processed fairly and lawfully		
For example, deciding what data is collected and making sure that you're informed about how it's used	●	
Principle 2: Personal data is processed for limited purposes		
For example, making sure that your personal data is used only in ways that are compatible with what you've been told it will be used for	●	
Principle 3: Personal data should be adequate, relevant and not excessive		
For example, making sure that we have just enough personal data to do our jobs properly	●	●
Principle 4: Personal data should be accurate and up-to-date		
For example, making sure we don't use out-of-date personal data which might result in mistakes	●	
Principle 5: Personal data shouldn't be kept for longer than necessary		
For example, making sure that data is archived or deleted when it's no longer needed	●	
Principle 6: Personal data is held securely		
For example, making sure IT systems are secure and staff follow good security practices	●	●

In addition, the Administering Authority and Hymans Robertson will co-operate with each other in other matters concerning your personal data, for example respecting your rights under data protection laws and working to resolve any personal data breach, if one occurs.

Further information

The Information Commissioner Office's website contains lots of information about data protection.

Visit <https://ico.org.uk/>

Or contact your fund's Administering Authority. You can usually find out how to contact the Administering Authority through your employer's HR department or by looking at your annual benefit statement or the fund/Administering Authority's website