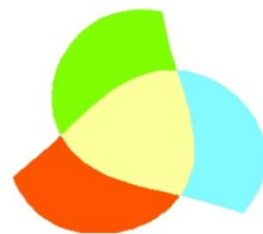


Public Sector Pensions Authority



Fair Processing Notice of the Public Sector Pensions Authority (PSPA) as Data Controller.

The Public Sector Pensions Authority (PSPA) is a data controller for the purposes of the Data Protection Act 2002 and General Data Protection Regulation (Isle of Man) Order 2018.

The contact details for the PSPA are:

Public Sector Pensions Authority
3rd Floor, Prospect House
27-29 Prospect Hill
Douglas
ISLE OF MAN IM1 1ET

The Data Protection Officer for the PSPA is:

DPO PSPA, 3rd Floor Prospect House, 27-29 Prospect Hill, Douglas, IM1 1ET
Email: DPO@pspa.im

The PSPA will only process your information in line with rules set out in the General Data Protection Regulations (Isle of Man) Order 2018

How will your personal information be used?

The PSPA has a statutory obligation to process your information to be able to manage and administer your pension scheme membership and ultimately to provide you with a pension in accordance with the provisions of your scheme.

We will only process your information when there is a statutory or legal obligation for us to do so. Depending on your circumstances, this could be to:

- Communicate with you
- Maintain your pension scheme membership record
- Keep historical records of your annual pensionable service and pensionable pay for the purposes of producing:
 - an annual benefit statement; and
 - valuation of scheme assets and liabilities
- Reconcile contributions deducted by your employer
- Calculate, authorise and pay pension and other benefits to you and your dependents
- Prevent and detect fraud and errors
- Provide data for analytical purposes to aid the planning of sustainability improvements to the schemes

The PSPA's statutory obligations are at **Annex A**.

How we will share the information we collect about you.

The PSPA shares your personal data with other companies, organisations or individuals only when there is a legal requirement to do so. The PSPA minimises the data it shares and as such will only share the data required.

The PSPA and the parties we share data with, have in place adequate and approved methods of data protection, which will secure the data from accidental disclosure or intentional disclosure to unauthorised parties, deletion or modification, theft or damage, having due regard for the principles and standards of ISO207001.

Third parties we may share your data with include, for example:

- Office of Human Resources, Cabinet Office and Treasury – to administer and pay pension benefits or inform government policy;
- Department of Home Affairs, Treasury and General Registry to prevent and detect fraud and mistakes;
- Anyone the law requires us to;
- Those acting on our behalf to process data, such as our Scheme Medical Services providers, Doxbond IOM and Isle of Man Post Office;
- Scheme Actuarial Services:
 - Hymans Robertson LLP provides actuarial advice to the PSPA. When providing this advice, Hymans Robertson acts as a Data Controller. For more information on this role please visit: https://www.hymans.co.uk/media/uploads/How_Hymans_Robertson_uses_your_personal_data_LGPS.pdf.
 - Club Vita LLP: provide longevity analytics and related information for the purpose of helping us manage public sector scheme liabilities.
 - Hymans Robertson LLP and Club Vita LLP may appoint service providers or sub-processors to help in the provision of services. For details please visit: <https://www.hymans.co.uk/information/trust-centre/>
- External Auditors appointed by the Treasury and the PSPA
- Pension Administration System: provided by Equiniti
- Our Lawyers, when they are advising the PSPA on a matter in relation to your benefits or in response to an Ombudsman complaint or dispute, made by you or on your behalf

Information obtained or disclosed by third parties will not be used for any other purpose other than permitting the PSPA to carry out its statutory duties to manage and administer public service pension schemes.

The PSPA will not sell to, or share, your personal data with any other companies, organisations or individuals

Protecting your information

The PSPA will:

- keep your information safe and secure in compliance with IOM Government's Information Security Policy
- only use and disclose your information as detailed above, where necessary
- retain the information for no longer than is necessary and your information will be permanently deleted once the timeframes set out in the PSPA's Retention Policy have been reached (there will need to be

an authorisation process, to dispose of this in line with our Records Management Policy and retention periods as outlined below (unless there is an over-riding reason to retain this information).

More information

You can find out more information including:

- Looking at the [PSPA Privacy Notice](#)
- Contacting our Data Protection Officer by email DPO@pspa.im
- Asking to see your information or making a complaint if you feel that your information is not being handled by emailing DPO@pspa.im
- Making a [Subject Access Request](#), which is a request for all of the personal data we hold about you.
- Obtaining this information in large print, braille, or in an alternative language as appropriate.

Your rights

You have a right to access your personal data to ensure that it is accurate, and to request that it is rectified, blocked, erased or destroyed if it is inaccurate.

To make any request relating to your data held by us; please contact the Data Protection Officer for the PSPA at DPO@pspa.im

If you are not satisfied with the response you receive, you may also complain to the Information Commissioner, whose details can be found on www.inforights.im or the relevant supervisory authority.

You may have a right to other remedies.

[The PSPA Document Retention Policy can be viewed here](#)

Annex A

SD Number	Amendment
0139/12	Isle of Man Government Unified Scheme 2011
0136/12	Miscellaneous Public Sector Pension Scheme Bulk Transfer Regulations 2012
0178/2013	Isle of Man Government Unified Scheme (Amendment) Scheme 2013
2014/0247	Isle of Man Government Unified Scheme (Amendment) Scheme 2014
2014/0073	Miscellaneous Public Sector Pension Scheme Bulk Transfer Regulations 2014
2014/0274	Isle of Man Government Unified Scheme (Amendment) Scheme (No2) 2014
2015/0267	Isle of Man Government Unified Scheme (Amendment) Scheme 2015
2016/0200	Isle of Man Government Unified Scheme (Amendment) Scheme 2016
2017/0020	Isle of Man Government Unified Scheme (Amendment) Scheme 2017
2020/0046	Isle of Man Government Unified Scheme (Amendment) Scheme 2020
2021/0128	Isle of Man Government Unified Scheme (Amendment) Scheme 2021
2022/0239	Isle of Man Government Unified Scheme (Amendment) Scheme 2022
GC 355/91	Police Pension Regulations 1991
96/10	Police Pension (Old Scheme) (Amendment) Regulations 2010
98/10	Police Pension Regulations 2010
604/12	Police Pension (Amendment) Regulations 2012
179/2013	Police Pension (Amendment) Regulations 2013
2017/0346	Police Pension (Amendment) Regulations 2017
2023/0037	Pension (Amendment) Regulations 2023
97/10	Police Injury Benefit Regulations 2010
2014/0248	Public Sector Pensions (Admission) Regulations 2014
2014/0074	Public Sector Pensions (Revocation) Scheme 2014
22/07	Teachers' Superannuation Order 2007
0134/11	Teachers' Superannuation Order 2011
0688/2012	Teachers' Pensions (Amendment) Order 2012
2018/0132	Teachers' Superannuation Order (Amendment) Order 2018
2014/0237	Teachers' Compensation Scheme 2014
2014/0021	Public Sector Compensation Scheme 2013
2015/0057	Public Sector Injury Benefit Scheme 2015
0137/2012	Interim Injury Benefit Scheme 2012
1085/11	Internal Dispute Resolution Procedure 2012
82/92	Judicial Pension Scheme 1992
581/04	Judicial Pension Scheme 2004
786/04	Judicial Pension (Amendment) Scheme 2004
2/05	Judicial Pension (Amendment) Scheme 2005
95/72	The Superannuation (Manual Workers) (No1) Scheme 1973
807/09	The Superannuation (Miscellaneous Amendment) Scheme 2009
62/60	Payment of Members' Expenses Act 1957
1975/15	Payment of Members' Expenses Act 1975
9/1978	Income Tax (Retirement Benefit Schemes) Act 1978
4/1989	Payment of Members' Expenses Act 1989
531/95	Pensions Schemes Act 1993
501/97	Pensions Act 1995
600/00	Welfare Reform and Pensions Act 1999
4/1989	Payment of Members' Expenses Act 1989
192/98	Occupational Pension Schemes (Disclosure of Information) Regulations 1996
2000/1048	Pensions on Divorce etc. (Provision of Information) Regulations 2000
2000/1049	Pensions on Divorce etc. (Charging) Regulations 2000
2014/0347	Pension Schemes Act 1993 (Application) (Amendment) Order 2014
192/98	Occupational Pension Schemes (Disclosure of Information) Regulations 1996
2020/0282	Public Sector Pensions (Cost Sharing) Scheme 2020
2021/0307	Public Sector Pensions (Cost Sharing) Scheme 2021
2023/0079	Public Sector Pensions (Cost Sharing) Scheme 2023
	National Health Service Act 2001
	Employment Act 2006

	Public Sector Pensions Act 2011
	Superannuation Act 1984
	Income Tax Act 1970
	Treasury Act 1985
	Social Security Pensions Act 1975
	Miscellaneous Provisions Act 1986
	Freedom of Information Act 2015

Version control: V3

Next review date:

Record of Amendments

Issue	Description of Initial Issue	Change Approved by:	Date of Issue
V1	Version 1		May 2018
V2	Version 2		April 2022
V3	Version 3		May 2023