

# North Yorkshire Pension Fund



## Memorandum of Understanding Regarding Compliance with Data Protection Law

April 2023~~2~~



Local Government  
Pension Scheme

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## Local Government Pension Scheme

### Memorandum of Understanding Regarding Compliance with Data Protection Law

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## Introduction

- 1.1 The Local Government Pension Scheme (“**LGPS**”) in England and Wales is an occupational pension scheme registered under section 153 of the Finance Act 2004 and its rules are currently set out in The Local Government Pension Scheme Regulations 2013 (SI 2013/2356) as amended (“**LGPS Regulations**”).
- 1.2 The LGPS is administered locally by administering authorities who are defined in Regulation 2 of the LGPS Regulations and listed in Part 1 of Schedule 3 of the LGPS Regulations.
- 1.3 North Yorkshire ~~County~~ Council (**NYCCNYC**) is an administering authority under the LGPS Regulations. **NYCCNYC** manages and administers the North Yorkshire Pension Fund (the **NYPF**) within the LGPS in accordance with its statutory duty under Regulation 53 of the LGPS Regulations. Employers with employees who are eligible to be members of the LGPS will participate in the NYPF as a “**Scheme eEmployer**” (as defined in schedule 1 of the LGPS Regulations).

**NYCCNYC** and the Scheme **eEmployer** (together the “**Parties**”) are required to share personal data relating to the Scheme **eEmployer**’s current and former employees who participate in the NYPF (the “**mMembers**”) and their dependants, beneficiaries and/or potential beneficiaries. This is in order for **NYCCNYC** to fulfil its statutory duties to manage and administer the NYPF under Regulation 53 of the LGPS Regulations and provide the **mMembers** with benefits upon retirement, pay ill-health benefits, pay death grants, pay survivors’ pensions to **mMembers**’ spouses, civil partners and co-habiting partners, pay children’s pensions upon the death of the **mMember** and offer **mMembers** the option of paying additional voluntary contributions to one or more providers in accordance with Regulations 1 – 52 of the LGPS Regulations.

- 1.4 Scheme **eEmployers** are under a statutory obligation, as detailed in Regulation 80 of the LGPS Regulations, to provide certain personal data relating to its **mMembers** on an annual basis to **NYCCNYC**, including the **mMember**’s name, gender, date of birth, **National Insurance** number, pensionable pay, employer and employee pension contributions, details of any additional pension contributions and additional voluntary contributions.
- 1.5 This Memorandum of Understanding sets out:
  - (a) the basis on which personal data will be shared between the Parties; and
  - (b) **NYCCNYC**’s expectations of the Scheme **eEmployer** during its participation in the NYPF;

in order to comply with Data Protection Law, including the General Data Protection Regulation (2016/679) (“**GDPR**”) as amended and incorporated into UK law under the UK European Union (Withdrawal) Act 2018. For the avoidance of doubt, the commitments set out in this Memorandum of Understanding only apply in respect of personal data shared between the Parties.

- 1.6 References to “**Data Protection Law**” in this Memorandum of Understanding mean the UK Data Protection Act 2018, the Electronic Communications Data Protection Directive (2002/58/EC) and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003) (each as amended and incorporated into the laws of England & Wales, Scotland and Northern Ireland), the GDPR and all applicable laws and regulations relating to personal data and privacy which are enacted from time to time, including (where applicable) the guidance and codes of practice issued by the Information Commissioner’s Office and any other competent authority. References in this Memorandum of Understanding to the “**GDPR**” are to the General Data Protection Regulation (2016/679) as amended and incorporated into the laws of England & Wales, Scotland and Northern Ireland under the UK European Union (Withdrawal) Act 2018, but also include a reference to the underlying EU regulation itself if and to the extent that it is applicable.

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## 2 Controllers

2.1 The Parties acknowledge that they will:

- (a) not hold a pool of joint data;
- (b) be separate and independent controllers in relation to the copies of the [mMembers](#)' personal data they respectively hold and/or otherwise process;
- (c) each act as independent controllers in relation to personal data transferred to them;
- (d) each be responsible for complying with the requirements in Data Protection Law that are applicable to them as independent controllers.

2.2 References to [mMembers](#)' personal data includes personal data relating to the [mMembers](#)' dependants (including children) and spouses/civil partners (where applicable), beneficiaries and/or potential beneficiaries.

## 3 Data Sharing

3.1 The Parties confirm that they understand their respective obligations under Data Protection Law as controllers and agree to only process personal data relating to the [mMembers](#):

- (a) transparently, fairly and lawfully and in accordance with the data protection principles set out in Data Protection Law;
- (b) where there are lawful grounds for doing so; and
- (c) in accordance with Data Protection Law and best practice guidance (including the Data Sharing Code of Practice issued by the Information Commissioner's Office and updated from time to time).

3.2 Each Party will separately inform the [mMembers](#) (as required under Data Protection Law) of the respective purposes for which they will each process their personal data and provide all required information to ensure that the [mMembers](#) understand how their personal data will be processed in each case by [NYCCNYC](#) or the Scheme [eEmployer](#) (as applicable). The Scheme [eEmployer](#)'s privacy notice to [mMembers](#) will inform them that their personal data will be provided to [NYCCNYC](#) and a copy of that notice will be provided to [NYCCNYC](#) on request.

3.3 When sharing personal data, including for any onward transfers of personal data, the Parties shall ensure that they have a lawful basis for doing so.

3.4 To the extent any Scheme [eEmployer](#) or Administering Authority makes any transfer of personal data outside of the UK or European Economic Area, it shall ensure compliance with Chapter 5 of the GDPR and the principles set out in the judgment issued by the Court of Justice of the European Union on July 16, 2020 (case C-311/18; "Schrems II").

3.5 In the event that a Scheme [eEmployer](#) or Administering Authority collects, uses or otherwise processes Special Category Personal Data, or Criminal Convictions Data, it shall comply with all of the requirements under Data Protection Law, as applicable. This includes ensuring that a condition for the processing of this data has been satisfied.

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- 3.6 Each Party shall ensure that it:
- (a) only collects, uses or otherwise processes personal data for a specific and limited purpose;
  - (b) has measures in place to ensure that personal data remains accurate and up-to-date; and
  - (c) ensures that all staff who have access to the personal data are properly trained in the handling of personal data.
- 3.7 Each Party confirms that it understands its respective obligations under Data Protection Law, to ensure that the [mMembers](#)' personal data of which it is a data controller is kept and used securely at all times and to take such technical and organisational security measures against unauthorised and unlawful processing of, accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to the [mMembers](#)' personal data transmitted, stored or otherwise processed as may be required. Such measures will have due regard to the state of technological development and the cost of implementation of these measures, to ensure a level of security appropriate to the harm that might result from such processing and the nature, scope, context and purposes of processing the [mMembers](#)' personal data and the risk or likelihood and severity for the rights and freedoms of data subjects. Such measures will ensure:
- (a) the ongoing confidentiality, integrity, availability and resilience of processing the [mMembers](#)' personal data;
  - (b) the ability to restore the availability and access to the [mMembers](#)' personal data in a timely manner in the event of a physical or technical incident
  - (c) carrying out of regular testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.
- 3.8 Each Party undertakes to notify the other as soon as practicable if an error is discovered in the [mMembers](#)' personal data of which it is a controller and which was received from or a copy of which has been provided to the other Party, to ensure that such other Party is then able to correct its own records. This will happen whether the error is discovered through existing data quality initiatives or is flagged up through some other route (such as the existence of errors being directly notified to the Administering Authority or Scheme [eEmployer](#) (as appropriate) by the [mMember](#) (or the [mMember](#)'s dependants, spouse/civil partner) themselves).

#### 4 Transfer of [mMembers](#)' personal data

- 4.1 The Parties agree that [mMembers](#)' personal data will only be transferred from one Party to the other via an acceptable method specified by [NYCCNYC](#) which may include any of the following:
- (a) secure email
  - (b) SFTP link
  - (c) access secure website
- 4.2 Each Party will, when transferring the [mMembers](#)' personal data of which it is the controller to the other Party, ensure that that data is secure during transit (whether physical or electronic).

4.3 If either [NYCCNYC](#) or the Scheme [eEmployer](#) appoints professional advisers, third party administrators or another entity which provides other services involving the transfer of [mMembers](#)' personal data, those third parties will be processors or controllers in their own right. [NYCCNYC](#) or the Scheme [eEmployer](#) (as applicable) will comply with its own obligations in accordance with Data Protection Law (in particular, by requiring any such entity to which it transfers [mMembers](#)' personal data to also comply with Data Protection Law) and shall ensure that nothing in the terms of engagement between [NYCCNYC](#) or the Scheme [eEmployer](#) (as applicable) and such third party would contradict this Memorandum of Understanding.

## 5 Rights of [mMembers](#) (including the [mMember's](#) dependants, spouses/civil partners (where applicable))

5.1 Each Party shall, in respect of the personal data of which it is a controller, respond to any requests from [mMembers](#) to have access to or exercise any of their other rights under Data Protection Law in relation to any of their personal data or a complaint or enquiry relating to that Party's processing of the [mMembers](#)' personal data received by that Party in line with its own obligations under the Data Protection Law. Such requests, complaints or enquiries should be directed to [pensions@northyorks.gov.uk](mailto:pensions@northyorks.gov.uk)

5.2 Each Party agrees to provide reasonable assistance to the other as is necessary to enable the other Party to comply with any such requests in respect of [mMembers](#)' personal data of which that Party is a controller and to respond to any other queries or complaints from [mMembers](#).

## 6 Data Security Breaches and Reporting Procedures

6.1 Each Party confirms that it understands its respective obligations under Data Protection Law in the event of any personal data breach, unauthorised or unlawful processing of, loss or destruction of or damage to any of the [mMembers](#)' personal data, including (where necessary) an obligation to notify the Information Commissioner's Office and/or the [mMember\(s\)](#).

## 7 Additional Responsibilities of Scheme [eEmployers](#)

7.1 Notwithstanding the statutory obligations which apply to Scheme [eEmployers](#) under the LGPS Regulations and as a controller under Data Protection Law, [NYCCNYC](#), as Administering Authority for the Fund, expects participating Scheme [eEmployers](#) to comply with the responsibilities set out below in relation to [mMembers](#)' personal data.

7.2 On request, the Scheme [eEmployer](#) will inform the Pensions Employer Relationship Manager at [NYCCNYC](#) of any qualified person appointed to fulfil the role of data protection officer ("**DPO**") together with their contact details. If the Scheme [eEmployer](#) has not appointed a DPO, they will, on request, inform the Pensions Employer Relationship Manager at [NYCCNYC](#) of the details of a nominated person for GDPR compliance purposes.

7.3 The Scheme [eEmployer](#) will demonstrate to [NYCCNYC](#)'s satisfaction when dealing with ill health early retirement applications for current employees that explicit [mMember](#) consent has been received which gives consent to processing by both the Scheme [eEmployer](#) and [NYCCNYC](#). In the absence of such consent, [NYCCNYC](#) may not be able to process the [mMember's](#) application.

7.4 The Scheme [eEmployer](#) acknowledges the financial penalties that can be imposed by the Information Commissioner's Office in relation to breaches of Data Protection Law and will inform [NYCCNYC](#) immediately it becomes aware it may be liable to pay such a financial penalty. The Scheme [eEmployer](#) further acknowledges that any liability it may have to pay a financial penalty to the Information Commissioner's Office may result in a revision of the rates and adjustments certificate in accordance with Regulation 62(7) of the LGPS Regulations.

## 8 Compliance with the Memorandum of Understanding

8.1 Failure by the Scheme [eEmployer](#) to comply with the terms set out in this Memorandum of Understanding may result in [NYCCNYC](#) reporting the Scheme [eEmployer](#)'s non-compliance to the Information Commissioner's Office.

## 9 Review and Amendment of Memorandum of Understanding

9.1 [NYCCNYC](#) will review the Memorandum of Understanding from time to time. [NYCCNYC](#) also reserves the right to amend the Memorandum of Understanding at any time and with immediate effect and will provide written notice to the Scheme [eEmployer](#) of such amendment.