

WILTSHIRE COUNCIL

WILTSHIRE PENSION FUND COMMITTEE
17 December 2020

PENSION FUND – DATA PROTECTION POLICY

Purpose of the Report

1. This report presents to the Pension Fund Committee the Fund's updated Data Protection Policy.

Background

2. This is the last in a suite of high-level documents within the Fund's documentation hierarchy introduced as a result of the General Data Protection Regulation 2016 (GDPR) on 25 May 2018. GDPR 2016 being superseded by the Data Protection Act 2018. The Fund's other high-level documents being;
 - The Privacy Notice – last amended June 2020;
 - The Memorandum of Understanding – last amended April 2018;
 - The Data Improvement Strategy & Plan – last amended March 2019; &
 - The Data Retention Policy – last amended February 2020.
3. Its introduction replaces the Fund's reliance on Wiltshire Council's Data Protection Policy & provides a more pension specific approach to the management of the Wiltshire Pension Fund's data.

Considerations for the Committee

4. This Data Protection Policy defines the Fund's responsibilities under Data Protection Act 2018 & provide assurance to its members that their data is managed in compliance with the statutory obligations placed upon it.

This policy applies to all employees, officers, Committee Members, Pension Board Members, contractors and partner agencies who;

- Process personal data as part of their role, or on behalf of the Fund;
 - Have access to the Fund's member software system(s) for the purposes of maintenance and or/service provision in line with a contracted duty; &
 - Have access to buildings where personal data is stored.
5. The content of the Policy is split into fourteen sections which are believed to be self-explanatory.

Environmental Impact

6. There is no environmental impact from this report.

Financial Considerations

7. There are no immediate financial considerations.

Risk Assessment

8. There are no risks identified at this time.

Legal Implications

9. There are no immediate legal implications arising from this report.

Safeguarding Considerations/Public Health Implications/Equalities Impact

10. There are no implications at this time.

Proposals

11. The Committee is asked to note the introduction of the Fund's Data Protection Policy prepared by officers.

ANDY CUNNINGHAM
Head of Pensions Administration and Relations

Report Author: Richard Bullen – Fund Governance and Performance Manager.
