



Department  
for Education

## Privacy Notice: The Teachers' Pension Scheme

### Who we are

The administration of the Teachers' Pension Scheme is carried out by Teachers' Pensions, Capita Pension Solutions, on behalf of the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the data processed for the administration of the Scheme .

This privacy policy (together with our terms and conditions and any other documents referred to in it) sets out the basis for processing any personal data we collect from you or that you provide to us. Please read the following carefully to understand our practices regarding your personal data.

### Legal Basis

The Teachers' Pension Scheme is a governmental scheme, and all scheme data is held and processed on the basis of a public task, as set out in the UK General Data Protection Regulation (GDPR):

#### **Article 6 (1)**

*(e) **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.*

This forms the basis for legally processing your data to perform a function of a government department, and is covered by the Teachers' Pension Scheme Regulations.

### The nature of your personal data we process

The categories of your personal data that we use are:

- Personal Information
- Special Category Information

### How we will use your information

This data is processed to administer the Teachers' Pension Scheme, which is a Defined Benefit scheme, registered with Her Majesty's Revenue and Customs and is available to eligible teachers across England and Wales.

Your data will be stored as a member record within a secure IT environment used to administer the Scheme.

We receive your personal data from:

- The Teaching Regulation Agency (TRA) who issue your Teachers' Reference number (which is also referred to as your DfE number) on commencement of you becoming eligible for TPS.
- Your current/previous employer or governing body with which you are employed, and who notifies TP of your membership in the Scheme.
- The TRA and Education Workforce Council relating to prohibition from teaching.
- You as a Scheme member
- Regulatory bodies / other government departments e.g. Her Majesty's Revenue & Customs (HMRC).
- Claiming Additional Payment for Teachers

This information is necessary to ensure we hold the correct data for the administration of the Scheme as outlined in the Scheme regulations which can be found here: The [Teachers' Pension Scheme Regulations](#)

The DfE collects and shares personal information within DfE for the Claiming Additional Payment for Teachers for administration of payments claimed by teachers through a reimbursement service.

Some parts of the website may use cookies to remember your logged-in status (for logged-in users), and the current state of choices you have made. These are necessary for the operation of the site and they therefore fall under the exemption set out in the Information Commissioner's Office (ICO) guidance. Further information can be found here [Privacy | Teachers' Pensions \(teacherspensions.co.uk\)](#)

We use a third party 'LivePerson' to undertake web messaging/WhatsApp conversations with members and these transcripts are stored on secure LivePerson cloud servers for 13 months and are automatically deleted at the end of the 13th Month by an automated daily job. LivePerson does not sell, trade or rent personal information provided by you in any transcript, survey or recording for direct marketing or any other purpose, except as provided in this privacy policy or with your permission. LivePerson does not disclose the contents of transcripts, surveys or recordings other than to service providers performing services on behalf of LivePerson, other than as provided in this privacy policy or with your permission.

### **Who we will make your personal data available to**

DfE may use your data for the purposes of informing policy development and research. We can lawfully keep personal data processed purely for research purposes for as long as is necessary.

We only share your data with third parties where the law allows, an example of this is when a member applies for ill-health retirement, their data is sent to external Medical Advisers. Consent to share data is required as part of the declaration within the ill-health application.

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation.

### **How long we will keep your personal data**

We will only keep your personal data for as long as we need it for the purpose(s) of administering the Scheme. 'Data' includes paper records and information/records on computer systems (including encrypted back-ups, and web hostings).

### **Teachers' Pensions communications**

We will use your data for the purposes of communicating with you about your options and rights within Scheme and to encourage you to engage with the Scheme, read the information and understand your entitlements.

Your data will be transferred outside of the UK and processed within the European Economic Area as part of this activity. When we do so, we will make sure that we meet our obligations under the UK GDPR and DPA 2018.

### **Your data protection rights**

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you need to contact us regarding any of the above, please do so via the DfE site at [Department for Education](https://www.gov.uk/department-for-education).

Further information about your data protection rights appears on the Information Commissioner's website at [ICO](#).

### **Complaints**

If you are unhappy with our use of your personal data, please contact Department for Education Data Protection Officer at [Department for Education](#).

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at [ICO concerns](#).

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 3<sup>rd</sup> March 2023.