Information Asset Register

Description of Information Held	System or Physical location	Information Asset owner	Updating frequency	Disposal date	The legal basis under which you are holding and processing this data	What (if applicable) are the consent arrangements for collecting this information?	Can you remove records if consent to hold is withdrawn?	Shared with other NCC services?	Shared with other organisations?	Where is the information sent to or received from?	If shared, how does information get to and from there?	Is there a data sharing agreement that relates to this data flow?	How does the recipient store the information?
Scheme members' personal details (common data): full name, previous surname(s), DOB, NINO, pay references, address, previous addresses, partnership status, email address, phone number	Altair - Pensions Administration system	Head of LGSS Pensions	Daily	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Payroll for processing of pensioner payroll, optants out and refunds. LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	By secure email, uploading to secure portals, post marked private and confidential.	Yes / or in very limited circumstances data is to shared without (see privacy notice).	As detailed in the data sharing agreement / contract which would have been deemed satisfactory for DPA 1998 upon establishment.
Scheme members' scheme data (common data): Status of membership, employing authority, dates of membership including transfers in, pensionable salary, contributions paid, national insurance earnings, pension debits and pension credits, ear marking orders, court orders, non-statutory deductions (pensioner payroll)	Altair - Pensions Administration system	Head of LGSS Pensions	Daily	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Payroll for processing of pensioner payroll, optants out and refunds. LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	By secure email, uploading to secure portals, post marked private and confidential.	Yes / or in very limited circumstances data is to shared without (see privacy notice).	As detailed in the data sharing agreement / contract which would have been deemed satisfactory for DPA 1998 upon establishment.
Scheme members' scheme specific data: value of CARE pension accrual, accrued final salary pension, accrued automatic lump sum, frozen refund, refund, transfer out, transfer in, deferred benefit, pension in payment, accrued dependants' entitlement, Guaranteed Minimum Pension, tax code, tax deductions, age related adjustments, gross pay, net pay, amounts to be recovered, estimated benefits payable, details relating to annual allowance and lifetime allowance	Altair - Pensions Administration system	Head of LGSS Pensions	Daily	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Payroll for processing of pensioner payroll, optants out and refunds. LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	By secure email, uploading to secure portals, post marked private and confidential.	Yes / or in very limited circumstances data is to shared without (see privacy notice).	As detailed in the data sharing agreement / contract which would have been deemed satisfactory for DPA 1998 upon establishment.
Potential beneficiaries that are not scheme members: cohabiting partners / nominees for death grant / spouses / civil partners / children: full name, DOB, address, email address, phone number	Altair - Pensions Administration system	Head of LGSS Pensions	Daily	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Payroll for processing of pensioner payroll, optants out and refunds. LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	By secure email, uploading to secure portals, post marked private and confidential.	Yes / or in very limited circumstances data is to shared without (see privacy notice).	As detailed in the data sharing agreement / contract which would have been deemed satisfactory for DPA 1998 upon establishment.
Members' representatives: holders of power of attorney / executors of estates: full name, address, email address, phone number	Altair - Pensions Administration system	Head of LGSS Pensions	Daily	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Payroll for processing of pensioner payroll, optants out and refunds. LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	By secure email, uploading to secure portals, post marked private and confidential.	Yes / or in very limited circumstances data is to shared without (see privacy notice).	As detailed in the data sharing agreement / contract which would have been deemed satisfactory for DPA 1998 upon establishment.
Optants Out (no liability): full name, previous surname(s), DOB, NINO, email address, phone number pay references, address, previous addresses, partnership status, employing authority	Altair - Pensions Administration system	Head of LGSS Pensions	Daily	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Payroll for processing of pensioner payroll, optants out and refunds. LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	By secure email, uploading to secure portals, post marked private and confidential.	Yes / or in very limited circumstances data is to shared without (see privacy notice).	As detailed in the data sharing agreement / contract which would have been deemed satisfactory for DPA 1998 upon establishment.
Scanned images of documents	Altair - Pensions Administration system	Head of LGSS Pensions	Daily	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Payroll for processing of pensioner payroll, optants out and refunds. LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	By secure email, uploading to secure portals, post marked private and confidential.	Yes / or in very limited circumstances data is to shared without (see privacy notice).	As detailed in the data sharing agreement / contract which would have been deemed satisfactory for DPA 1998 upon establishment.
Microfiche	Archiving - BoxIt	Head of LGSS Pensions	Never	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	By secure email, uploading to secure portals, post marked private and confidential.	Yes / or in very limited circumstances data is to shared without (see privacy notice).	As detailed in the data sharing agreement / contract which would have been deemed satisfactory for DPA 1998 upon establishment.
Archived files - contribution history, year end history, transfers out, bulk transfers, admissions	Archiving - BoxIt /Cambridgeshire County Council basement	Head of LGSS Pensions	Annually	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Payroll for processing of pensioner payroll, optants out and refunds. LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	N/A	N/A	N/A
Electronic documents detailing membership data (for the purpose of being transferred to membership records)	SharePoint (CCC and NCC networks)	Head of LGSS Pensions	Daily	31/12/9999	GDPR Article 6 (c)	None - as per GDPR Article 6(c)	If a member exercises their right to be forgotten/processed, then data will be minimised/not processed but complete deletion is not always possible - please refer to privacy notice	LGSS Payroll for processing of pensioner payroll, optants out and refunds. LGSS Law for dispute resolution.	Yes - please refer to privacy notice.	Received from : Employing authorities, scheme members, their representatives, HMRC, DWP. Sent to: See privacy notice	N/A	N/A	N/A