



Department
for Education

Privacy Notice: The Teachers' Pensions Scheme

Who we are

The administration of the Teachers' Pension Scheme is carried out by Teachers' Pensions, Capita Employee 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.

How we will use your information

The Teachers' Pension Scheme is a governmental scheme, and all scheme data is held and processed on the basis of a legitimate and public interest and this forms the basis for legally processing your data, and is covered by the Teachers' Pension Scheme Regulations.

Legal basis

The legal basis for processing personal and special category information is that it is needed to perform a function of a government department.

The nature of your personal data we process

The categories of your personal data that we use are:

- Personal Information
- Special Category 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).

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 with the Disclosure Barring Service (DBS) regarding any barring decision in relation to working with children and is notified on your teachers' pensions' scheme member record. Data is shared between DfE and DBS through the following secure methods of transfer:

- DBS secure email solution
- DfE Egress secure email solution
- Teachers' Pensions secure data transfer portal

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.

For the purpose of administering the Scheme, we may need to share your personal data with medical services providers such as OH Assist in order for them to give medical advice in relation to an Ill-health Retirement application. This data sharing is lawful and we will meet the conditions for processing sensitive personal data.

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 hosting).

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 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](#).

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 22nd May 2018.