

**Authorisation Form for Your Pension Service to deal with a Third Party  
Contractor in matters of Pensions Administration**

I \_\_\_\_\_ (name) on behalf of

\_\_\_\_\_ (the Employer) hereby authorise  
Lancashire County Council (Your Pension Service) to exchange personal data as  
defined in the Data Protection Act 1998 with

\_\_\_\_\_ (Third Party) for the  
purposes of Local Government Pension Scheme Administration. The Third Party is  
authorised to act on behalf of the Employer in pension administration matters  
specifically including, but not limited to, the following areas: -

- ✓ Sharing financial information required for IAS19/Valuation of the pension scheme;
- ✓ Authorisation of signatories for submitting information to Your Pension Service by hard copy or electronically;
- ✓ Authorisation for employees of the Third Party to access personal and financial data held by Your Pension Service of past and present members of the Local Government Pension Scheme; and
- ✓ Authorisation of individual early retirement cases where an immediate cost to the employer might arise.

Data may be exchanged between Your Pension Service and the Third Party by means of hard copy, Eform, spreadsheet, telephone, email or via *altair* Employer Services. The Third Party's employees will use Your Pension Service's recommended method of secure upload or encrypted emails where personal data is concerned, and ensure that they access the secure Eform and online systems in accordance with instructions issued by Your Pension Service.

This authorisation is given until the Employer informs Your Pension Service in writing that the Third Party supplier is no longer acting on its behalf.

On behalf of the Employer I confirm that the Employer is satisfied that the Third Party operates appropriate systems and processes to ensure compliance with the Data Protection Act 1998.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

*Please note that the making of policy decisions in respect of discretions under the scheme rules must always rest with the Employer.*