

Asset number or ID	Directorate	Service Area	Date	Name of asset	What does it do	Information	Personal or Sensitive Information	Legal Basis	Controller or Processor	Privacy Notice	Owner	Retention
	Resources	Pension Service	06/11/19	Archive pension records	Pension records from prior to Altair	This is old ledgers recording refunds and transfers. For microfiche this needs further work to batch and dispose.	Yes	N/A	Controller	Bespoke	Sally Fox	LGA Guidance (tbc): Fund will hold relevant information for the greater of 100 years after d.o.b. or 15 years after beneficiary's last payment.
	Resources	Pension Service	06/11/19	Altair Pension System, Aquila Heywood - includes benefits, payroll, workload, document and employer modules	Stores info to administer LGPS and Fire pension payments	Pensions Administration Case management system for 70,000 members from 250 organisations	Yes	Consent is obtained by employers at time employee joining the scheme. Some sharing is statutory.	Controller	Bespoke	Sally Fox	LGA Guidance (tbc): Fund will hold relevant information for the greater of 100 years after d.o.b. or 15 years after beneficiary's last payment.
	Resources	Pension Service	06/11/19	iConnect,	Automates receipt of employer information into the Fund.	Payroll details: name, NI number, d.o.b., date entering scheme, contributions, total	Yes	Consent obtained by employers at time employee joins scheme. Some sharing is statutory.	Controller	N/A	Sally Fox	N/A - personal data is not held or stored in iConnect
	Resources	Pension Service	06/11/19	Shared and One Drive	day to day management of pension service	Correspondence, processes and procedures, employer returns	Yes	N/A	Controller	N/A	Sally Fox	Since GDPR there is now minimal use of Shared and OneDrives for personal information. This will come under relevant retention schedule for financial, HR and where it is Scheme Data the LGA guidance above.

Access	Shared	Details of Sharing	Sharing Agreement or Contract	Supplier or Format	Type of Storage	Location	Country	DPIA/IMRA	Risks / impact	Key asset	Notes
Pension Services Team	N/A	Rarely shared on case by case basis, e.g. fraud or police investigation, each with lawful basis.	No	Hardcopy, CD's Fiche	Other Paper Storage	4640 Kingsgate	Uk	None	Retention being addressed	Yes	Guidance from LGA re retention, to be agreed PF Committee Dec2019.
Everyone in Pension Team, Aquila Heywood staff as required, Internal Audit when auditing, members (limited access to own records), External audit (EY), , OCC access requires an OCC network login plus a separate username and password for Altair itself.	Prudential, Employers, Local Government Association (anonymised), Scheme Advisory Board, fund employers, third party payroll, Advisory Board, National Fraud Initiative; HMRC; Pension Fund Committee, Pension Board, Fire Service pension board, Government Actuaries department, Tell Us Once and National NI Database, fund actuaries, Pensions Advisory Service, Higher Education Funding Council, Motor tax, Pensions Ombudsman, contractors (e.g. ITM and Target to do backlog work or address chasing).	ISAs in place. Egress, SFTP, PSN secure e-mail, password protected if refuse to accept Egress.	Yes for some - copies requested	Aquila Heywood <a href="https://www.aquilauk.co.uk/">https://www.aquilauk.co.uk/</a>	Externally hosted	UK	UK	Damian completing DPIA and IMRA - see website for ISO27001 and Cyber Essentials	Retention and sharing means to be addressed	Yes	SF to send list of share partners and of existing ISAs in place with them, and create a list of gaps. Also to send regs from relevant legislation for sharing without consent.
Pension Services Team; iConnect / Altair / Aquila Heywood maintenance.	Data captured through iConnect will subsequently be shared from Altair with partners listed above, but there is no direct sharing from iConnect as inbound portal only.	N/A	N/A	Aquila Heywood <a href="https://www.aquilauk.co.uk/">https://www.aquilauk.co.uk/</a>	Externally hosted	Bedford	UK	Yes	N/A	Yes	
Pension Services Team, OCC maintenance	N/A	N/A	N/A	Various electronic data	OCC shared drives	OCC	UK	N/A	Procedural need to maintain data in folders, not to keep longer than necessary, and to manage and remove properly, housekeeping.	Yes	