An Roinn Caiteachais
Phoiblí agus Athchóirithe
Department of Public
Expenditure and Reform

DPER Single Pension Scheme Databank

Privacy Notice – July 2021

www.singlepensionscheme.gov.ie

Introduction

This notice applies to all members and other beneficiaries of the Single Public Service Pension Scheme ("**Single Scheme**") whose personal data is stored in the Single Scheme Databank ("**Databank**"). It has been prepared in accordance with the European Union's General Data Protection Regulation (GDPR) that came into effect on 25 May 2018.

Everyone has rights with regard to how their personal data is handled. We are committed to complying with our obligations to ensure that we treat your data in an appropriate and lawful manner.

This notice explains why and how personal data within the Databank is obtained, maintained and processed by the Department of Public Expenditure & Reform on behalf of the Minister for Public Expenditure & Reform.

We want you to be clear on:

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If you have any questions about how your information is gathered, stored, shared or used, in the first instance, please contact your local Data Protection Officer, who will advise you of your rights as they pertain to the Single Scheme Databank.

1. Who we are

The Single Scheme Databank is managed by the Department of Public Expenditure & Reform on behalf of the Minister for Public Expenditure & Reform.

Throughout this notice, *"we"*, *"us"*, *"our"* and *"Department"* refer to the Department of Public Expenditure & Reform. The Minister for Public Expenditure & Reform (*"Minister"*) is the Data Controller for the Single Scheme Databank.

The correspondence address for the Department and the Minister is:
Department of Public Expenditure & Reform, Government Buildings, Upper Merrion Street, Dublin 2.

2. When and how we collect information about you

We receive most of the information associated with your membership of the Single Scheme from your public service employer (whether former or current). Your public service employer is required to make secure electronic submissions to the Databank through a secure portal, at least annually, to provide update on its Single Scheme members.

3. The information we collect about you

We collect pension scheme membership information on members, or the beneficiaries of members, that the Minister considers necessary for the overall management and effective administration of the Single Scheme. This information may include some or all of the following categories of data:

Personal Details of Single Scheme Member or Beneficiary	• Name including, if applicable, details of maiden name • Date of Birth • Personal Public Service Number • PRSI contribution class • Gender	• Civil Status • Confirmation if there is a Pensions Adjustment Order granted by Family Law Courts against a member's benefits • Date of Death
Summary Public Service Employment Information	• Identity of member's public service employer where Single Scheme benefits were earned • Start and end dates of member's pensionable employment with each public service employer since 2013 • Scheme membership category of member for each period of public service employment	• Normal retirement date of member under each public service employment • The PAYE tax registration number for your Single Scheme employer or their payroll provider • Summary details of pensionable remuneration paid by a Single Scheme employer to a member during each period of public service employment
Summary Single Scheme Contribution and Benefit Information	• Summary details of Scheme contributions paid by a member during each period of public service employment • Summary details of any Scheme contributions repaid by a member in respect of prior Single Scheme employments and details of any associated compound interest paid	• Summary details of Scheme benefits (also known as 'referable amounts') earned by a member during each period of public service employment • Summary details of Scheme benefits (also known as 'referable amounts') restored by a member who restores a prior Single Scheme refund from prior employments

Summary Information on Single Scheme Claims	• Summary information on benefit entitlements or claims paid when a member leaves employment or retires • Summary information on benefit entitlements or claims paid when a member or pensioner dies • Information associated with a claim including details of the: – type of benefit claim (e.g.normal retirement, ill-health early retirement, voluntary early retirement) – amount of benefits payable or paid – the identity of each of the beneficiaries to receive a benefit under the Scheme – the dates benefits were paid or are due to be paid
Summary Information on purchased Single Scheme Retirement Benefits	• Information associated with a purchase or transfer of retirement benefits including details of – method of purchase (e.g. purchase by actual purchase or transfer of benefits) – cost of the purchase – corresponding benefits (referable amounts) purchased by actual purchase or transfer – refund of purchased benefits in certain circumstances

Special categories of personal data

We must specifically inform you if any of the data that we collect is considered to be a special category of personal data. Where such data is collected, it requires additional safeguards for processing. In the table below, we list the special categories of data identified under GDPR and inform you if we are collecting such personal data in the Single Scheme Databank:

Biometric data	**No** – We do not process any biometric data
Genetic data	**No** – We do not process any genetic data
Health data	**Yes (indirectly)** – In circumstances where a member retires early on the grounds of ill-health, the retirement will be recorded by an employer on the Databank as an Ill-Health Retirement Claim. However, in such an event, the nature of the illness or disability giving rise to the retirement will **not** be disclosed to us by the member's employer.
Political opinions	**No** – We do not process data on political opinions
Racial or ethnic origin	**No** – We do not process data on racial or ethnic origin
Religious or philosophical beliefs	**No** – We do not process data on religious or philosophical beliefs
Sexual orientation	**Yes (indirectly)** – We will process data regarding the legal Civil Status of a member or beneficiary to assist with an actuarial assessment of current and future Scheme liabilities. In doing so, it may be possible to indirectly infer information related to sexual orientation.
Trade union membership	**No** – We do not process data related to trade union membership

4. How we use your information

Your information, and similar information in respect of all other members and beneficiaries of the Single Scheme, will form part of the dedicated Single Scheme Databank that has been established centrally by the Minister for the purpose of:

- ensuring that membership data for all Scheme members is appropriately safeguarded, in a common format, against loss;
- improving overall Single Scheme implementation and administration across the public service by allowing a 360 degree view of a member and driving consistent application of Scheme Rules, particularly for part-time members working in more than one public service employment;
- enabling more effective actuarial assessments of the Scheme's liabilities;
- enhancing public service pensions policy development and analysis;
- ensuring that the Minister has the necessary information to fulfil all of his statutory obligations in relation to the Single Scheme including, for example, under the Pensions Act 1990, the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and the Ministers and Secretaries (Amendment) Act 2011;
- facilitating improved collection of data for statutory returns to, or complying with other information requests from, regulatory bodies including, for example, the Pensions Authority and the Financial Services & Pensions Ombudsman.

We must specifically inform you that your personal information will **not** be subject to any form of automated decision making, including profiling, that may produce legal or other significant effects on you.

5. Who we share your information with

We will only share your information where we are satisfied that a sound legal basis for sharing exists and where we are further satisfied that there are appropriate safeguards in place to protect your information.

To recipients **external** to the Department	We may share your information with: • you or your authorised advisors, in response to a request for access to your personal data including in the event of a legal dispute; • your public service employer (current or former), or their agents, to assist with the administration of your Single Scheme entitlements; • your public service employer (current or former), or their agents, in the event of a legal dispute; • statutory and regulatory bodies including, for example, the Pensions Authority, the Financial Services & Pensions Ombudsman, the Data Protection Commission, the Revenue Commissioners, the Courts Service and An Garda Síochána; • our external legal advisors in the defence of a legal claim or dispute. • the National Archives, in due course, in accordance with our obligations under the National Archives Act, 1986;
To recipients **internal** to the Department	We may share your information with: • authorised officers directly involved in the management or administration of the Single Scheme • our internal legal advisors in the defence of a legal claim or dispute involving us or your public service employer

	Subject to appropriate anonymisation or pseudonymisation of your data, your information may be also be disclosed to other authorised officers within the Department: • to carry out actuarial calculations in respect of public service pension schemes or public expenditure; • as part of HR workforce planning assessments regarding the current and future staffing requirements of public service bodies; • to develop, or review the effectiveness or potential implications of, a policy or potential policy of Government; • in the performance of a function conferred on or transferred to the Minister under the Ministers and Secretaries (Amendment) Act 2011 including the setting of public expenditure ceilings as part of the Government's Exchequer estimates process.

6. How we securely hold your information

All of your data is securely held on information systems managed and administered by us.

We maintain appropriate technical and organisational measures to protect your personal information (including special categories of data) against unauthorised access or disclosure and to safeguard against accidental or unlawful destruction, loss or alteration of your information. We evaluate these measures on a regular basis to ensure the security of processing.

7. How long we hold your information

The length of time we hold information data depends on a number of factors. These factors include:

- our obligations to retain information for prescribed periods under national legislation or associated regulations including, for example, under the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act, 2014 and the National Archives Act, 1986;
- whether you or a regulatory authority asks us to keep it for a valid reason e.g. the Financial Services & Pensions Ombudsman;
- whether you are in a legal dispute related to your membership of the Single Scheme involving you, us and/or your public service employer (current or former);
- whether we use your data for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised.

As a general rule, and subject to our obligations at law, we will ordinarily retain personal information for the duration that a member or their beneficiaries have an entitlement to benefits under the Single Scheme plus an additional 7 years.

8. The legal basis for collecting and processing your information

The legal basis for the establishment of the Single Scheme Databank by the Minister, and the requirement for a public service body to transfer specified data to the Databank on a periodic basis, is provided for under Part 5 of the Data Sharing & Governance Act 2019.

The legal basis on which we collect and process your information under GDPR is:

- to comply with our obligation under national law as it relates to the establishment of the Single Scheme Databank; and
- for the performance of a task carried out in the public interest and in exercise of official authority vested in the Minister; and
- for the establishment and defence of legal claims

In the case of special categories of data, processing is considered necessary due to:

- the Minister's obligations under national law in the field of employment and social security law; and
- for reasons of substantial public interest whereby there is a requirement for the Minister to accurately estimate current and future Scheme liabilities from an Exchequer perspective in a timely manner.

9. Processing your information outside the EEA

All of your data is securely held on information systems managed and administered by us in the Republic of Ireland. It is not envisaged that we will store or permit the transfer of your information to any service provider or organisation outside of the European Economic Area (EEA).

In the event that such storage or transfer of data outside of the EEA is contemplated, a comprehensive data privacy impact assessment will be completed in advance. If proceeding thereafter, we will ensure that this service provider or organisation agrees to act solely on our instructions and that your information is protected to the same standard as applies in the EEA in accordance with our obligations under GDPR.

10. How to exercise your information rights

Providing and holding personal information comes with significant rights on your part and significant obligations on ours. You have several rights under GDPR in relation to how we use your information.

In the context of the Databank, you have the right to:

- be informed that your personal information is being submitted to the Databank and to obtain information on how and why your information is processed. This Privacy Notice provides this information;
- establish if the Databank holds personal information about you and, if so, to be provided with a copy of this information. Please see the "Making a Subject Access Request (SAR)" section below for further information on how you can submit a request for a copy of your personal information.
- make a request that any inaccurate information within the Databank is corrected and/or any incomplete information is updated. We will grant this request as soon as possible, if and in so far as checks with your public service employer (current or former) show your request to be well-grounded;
- in particular circumstances, restrict the processing of your information;
- in particular circumstances , ask to have certain information erased;
- in particular circumstances, object to us processing your information;
- not be subject to automated decision-making, including profiling, where it produces legal or other significant effects on you;
- the right to lodge a complaint with the Data Protection Commission.

Making a Subject Access Request (SAR)

To make a request for access to your personal information, you must complete our Subject Access Request Form (SARF) that you can access by clicking here or accessing the form at https://www.gov.ie/en/organisation-information/380c6a-data-protection-privacy-notice/

You can return your fully completed SARF to us:

By post:	Data Protection Officer Department of Public Expenditure and Reform Government Buildings Upper Merrion Street, Dublin 2, D02 R583
By email:	dataprotection@per.gov.ie

When submitting your fully completed SARF, you should ensure that you attach the necessary information to confirm your identity.

The Department of Public Expenditure and Reform will usually supply you with your information free of charge. However, we may charge a reasonable fee if we believe that your request is clearly unfounded, excessive or repetitive. Where we have identified that a charge is applicable, we will notify you in advance so that you can decide whether to continue or not.

We are obliged to respond to you without undue delay. In most instance, we will respond to you within one calendar month of your request having been accepted. If we are unable to deal with your request fully within a calendar month (due to the complexity or number of requests), we may extend this period by a further two calendar months. Should this be necessary, we will inform you within one month of the receipt of request and explain the reasons why an extension is necessary.

If you make your request electronically, we will, where possible, provide the relevant information to you electronically, in a universally accessible format, unless you ask us otherwise.

Complaints

If you have a complaint about how your personal data is being handled, please contact us to give us the opportunity to put things right as quickly as possible.

If, however, you feel that your complaint hasn't been dealt with fully or appropriately, you have the right to complain to the Data Protection Commission. You can contact the Data Protection Commission using the details below:

By post:	Data Protection Commission Canal House, Station Road, Portarlington, Co Laois, R32 AP23
By telephone:	LoCall 1890 252 241 or (076) 1104 800
By email:	info@dataprotection.ie
Online:	*https://www.dataprotection.ie/docs/Contact-us/b/11.htm*

11. How to contact our Data Protection Officer

If you have any questions about how your information is gathered, stored, shared or used, please contact our Data Protection Officer:

By post:	Data Protection Officer Department of Public Expenditure and Reform Government Buildings Upper Merrion Street, Dublin 2, D02 R583
By email:	dataprotection@per.gov.ie

12. Changes to this notice

We will update this Data Privacy Notice from time to time. You can always find an up-to-date version of this notice published online at *www.singlepensionscheme.gov.ie/privacynotice/* , or you can ask our Data Protection Officer for a copy.

Single Public Service Pension Scheme

www.singlepensionscheme.gov.ie

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