## Authorisation Form for Local Pensions Partnership Administration (LPPA) to deal with a Third Party Contractor in matters of Pensions Administration

I _____(name) on behalf of

_____ (the Employer) hereby authorise LPPA 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 LPPA by hard copy or electronically;

- Authorisation for employees of the Third Party to access personal and financial data held by LPPA 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 LPPA and the Third Party by means of hard copy, Eform, spreadsheet, telephone, email or via the UPM Employer Portal. The Third Party's employees will use LPPA'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 LPPA.

This authorisation is given until the Employer informs LPPA 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.*