

# Employer contact details

Employer Name:

Multi Academy Trust (if applicable):

**Organisation Contact Details – each organisation must nominate a representative to act as the main point of contact (This contact will be used as your Data Protection Officer (DPO) , unless nominated separately )**

Contact name:

Address:

Postcode:

Telephone No:

Website Address:

Email Address:

Invoice Address:  
*If different from above*

Postcode:

**Payroll Contact – please give the details of who will be providing ERPF with all of the payroll information via ERPF Online**

Full name:  Job Title:

Email Address:  Telephone No:

Address of Payroll Provider:  
*If applicable*

Postcode:

Signed:  Date:

**Human Resource Contact – please give the details of who will be providing ERPF with HR information**

Full name:  Job Title:

Email Address:  Telephone No:

Address of HR:  
*If applicable*

Postcode:

Signed:  Date:

**Declaration – must be signed by Organisation Contact**

- I understand that the Scheme employer has overall responsibility for all areas of pension administration
- The authorised contacts provided will be able to submit data and add/delete users from ERPF online services
- If the above contact information changes the Scheme employer is responsible for informing ERPF as soon as possible

Signed:  Date:

## **Completing your employer contact details**

As a Scheme employer you are responsible for all aspects of administration for ERPF. You may wish to delegate the completion and submission of this information to a third party provider, but ultimately the information belongs to the Scheme employer, therefore you must have a nominated contact at the organisation.

ERPF will not share any of the information provided in this form and will only use the contact details provided to administer the Local Government Pension Scheme (LGPS) and to communicate with the appropriate person, where necessary.

### **Organisation Contact Details**

ERPF keep Scheme employers informed of important information about the ERPF and the LGPS, such as triennial valuation and changes to the Scheme regulations. As a Scheme employer you will need to consider this information and the impact on your employees.

Your organisation contact will be the main point of contact for pension updates and information and deal with discretions policies, agreeing ERPF policies and resolving any issues that may arise.

For GDPR compliance purposes, an organisation must have an appointed Data Protection Officer (DPO) or nominated person. Your organisation contact will be automatically nominated as your Data Protection Officer (DPO) unless the separate nomination form is completed and submitted to the ERPF.

### **Payroll Contact**

Your payroll contact is the person (or team leader if more than one) that submits all of your pension forms and responds to queries from ERPF. This person may be a third party payroll provider or you may wish to nominate someone at your organisation to co-ordinate sending and receiving pension forms and queries.

### **Human Resource Contact**

Your HR contact should deal with estimates, ill health retirements and any queries around contractual arrangements. This person may be a third party HR provider or you may wish to nominate someone at your organisation to co-ordinate sending and receiving pension information and queries.

### **Authorising and deleting users from ERPF online services**

ERPF Online services allows employers to view and update their members records online using secure individual users accounts. New account holders and accounts that need deactivating will need to be authorised by one of the contacts named on the front of this page.

As this portal contains personal member data it is important that you consider who these contacts will be and that you have the relevant data protection agreements in place with any third party providers.