

ERPF ONLINE SERVICES ACCESS – TERMS OF USE

This statement outlines the personal responsibility concerning security and confidentiality of the information held by ERPF.

Access to this system allows Scheme employers to check and update the details held for their Local Government Pension Scheme (LGPS) members. Unauthorised disclosure of confidential or personal information or the unauthorised use of ERPF online service is forbidden. Access to the Scheme member data is for the sole use of the Scheme employer in undertaking pension administration. The policy prohibits the use of data for illicit purposes (including violation of any law or regulation).

There must be no unauthorised disclosure of personal data. Personal data held in ERPF online services may only be used for the administration of pensions. Disclosures (and all forms of data processing) must only be made in accordance with current data protection legislation.

The Data Protection Act 2018 including the General Data Protection Regulation (GDPR) regulates the use of all personal information and includes electronic and paper records of identifiable individuals. If you are found to have used any information you have seen or heard other than for the purposes of your contractual responsibilities you and/or the Scheme employer may face legal action. Users should have regard to the Memorandum of Understanding (MoU) in place between ERPF and Scheme employers when processing member data.

Each user must have a unique login (user account) supplied by ERPF. The user will be responsible for any actions performed by their login. The use of another person's login is not permitted.

- a) Users will not disclose their passwords or visibly record them on or near equipment providing access to networks or systems.
- b) Where a default password is assigned to a user for first access, the user must change this initial password straight away.
- c) Passwords must be a minimum of six alphanumeric characters in length, must not contain elements of the login and must be changed regularly (a maximum duration period will be enforced). In addition, measures will be implemented to prevent the repeated use of frequently used passwords.

Passwords will only be reset and logins released for use if a request is received in an email from the account holder.

This authority is under a duty to protect the public funds it administers and may use information for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. The ERPF participates in a data matching exercise to assist in the prevention and detection of fraud. For further information or guidance please contact the Fund's Data Protection Officer on 01482 394175 or via email at erpf@eastriding.gov.uk

ERPF ONLINE SERVICES - USER DECLARATION

I confirm that I have read and understood the terms of use contained in this document and agree to abide by them.

Signature: _____

Name (Block Capitals): _____

Job Title: _____

Email Address: _____

Telephone Number: _____

Employer(s): _____

Location: _____

Date: _____

Please return your completed user declaration to one of your authorised contacts named on your contact forms.

ERPF ONLINE SERVICES – USER AUTHORISATION

Authorised contacts - please complete this section and email the completed declaration to employerweb@eastriding.gov.uk

I authorise the person named above to have access to the East Riding Pension Fund's data (or ERPF online services for 'Scheme Employer') and confirm that this access is required for them to perform their job.

Signature: _____

Name (Block Capitals) _____

Position : _____