Employer Web
Terms of Use – Data Protection

In order to protect information held digitally, the Cheshire Pension Fund (CPF) is registered under the Data Protection Act 1998.

This allows members to check that the details we hold about them are accurate. The CPF may, if it chooses pass certain details on to a third party, if the third party is carrying out administrative functions on behalf of CPF, for example, the appointed AVC provider.

Members who wish to apply to access their data on Data Protection Act grounds, should contact the CPF's Data Protection Officer by emailing ensions@cheshirewestandchester.gov.uk. The CPF is under a duty to protect the public funds it administers and may use the information held about an individual for the prevention of detection of fraud. It may also share this information with other government bodies solely for these purposes. The CPF actively participates in data matching exercises to assist in the prevention and detection of fraud.

The policy prohibits the use of personal data for illicit purposes (including violation of any law or regulation).

Unauthorised disclosure of confidential or personal information or the unauthorised use of corporate information is forbidden. Access to CPF member data is for the sole use of your employer in undertaking its business. Access by individual users, via a corporate or external network, is solely for this purpose.

There must be no unauthorised disclosure of personal data. Personal data may only be disclosed when authorised by the officers who are responsible for the data, in accordance with data protection legislation and your employer's policies and procedures. Disclosures (and all forms of data processing) must only be made in accordance with the current data protection legislation. Each user must have a unique login (user account) supplied by Cheshire Pension Fund.

The user will be responsible for any actions performed by their login. The use of another person's login is strictly prohibited.

a) Users should 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 the default password immediately after gaining access.

c) Passwords must be a minimum of 8 characters in length and contain at least one capital letter and one numeric character. Passwords will expire every 30 days and measures are in place to prevent the repeated use of frequently used passwords.

d) Passwords will only be reset and logins restored for use upon receipt of an email request from the owner of the login.

Employer Web
Request for Access

User Declaration

Employer Name:	
Full Name:	
Job Title:	
Email Address:	
Contact Number:	
Other Employer Locations Access Required to:	

I confirm that I have read and understood the terms of use contained within this document and agree to adhere to them.

Signed: | Date:

Two Factor Authentication

Please provide a question and answer for us to set up your Two Factor Authentication for Login Purposes

Question:	
Answer:	

Authorisation

This section must be completed by your manager who is in charge of Payroll or Human Resources.

Full Name:	
Job Title:	
Email Address:	
Contact Number:	

I authorise the person named above to have access to the Cheshire Pension Fund's data and confirm that this access is required for them to fulfil their job role.

Signed: | Date:

Completed forms should be emailed to cheshirepfinbox@cheshirewestandchester.gov.uk