

Part D *circumstances under which pensions may cease to be payable*

1. All Pensions

- a) On the death of the pensioner

2. Children's Pensions

After reaching the age of 18 unless he or she is:

- a) Continuing in full-time education up to age 23
- b) Permanently disabled

If your circumstances have changed in any of the ways outlined above, and you have not already notified the Pension Section, then please send a letter with this form describing what the changes are. If you have moved to a new address it is important that you notify the Pension Section as soon as possible.

If you would like any advice before completing this declaration, please contact the Pension Payroll Section on 01482 394114. The certificate of entitlement should be returned as soon as possible. **Failure to do this may result in your pension payment being suspended.**

Part E *how we use and keep your personal information*

The personal information that we collect is only used to help us administer the pension that you are receiving from ERPF and to send you any mailings such as payslips and your P60. We will never share your personal information without your consent.

ERPF will store your data securely in line with current data protection regulations and will keep the information for only as long as we need.

How will we use the information on this form?

Your declaration of entitlement will be held as an electronic image on your pension record, we will update any personal details on to our pension system if needed.

Your secondary contact will also be held as an electronic image and in the event that we are unable to contact you we will use your secondary contact to try and find you. Please inform your secondary contact that you have provided their information on this form.

Your witness details will only be held as an electronic image to verify that it was you that signed this form. These details will not be used for any other purposes.