

# Jersey Teachers' Superannuation Fund

## Election form to join as a Part-Time/Supply Teacher

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS AND BLACK INK

(Updated 10/04/2019)

### Applicant Details

Full Name				Title			
Date of Birth				Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Previous Name							If applicable
Marital status	<input type="checkbox"/>	Single	<input type="checkbox"/>	Married or in Civil Partnership			
Social Security Number							or National Insurance Number if applicable

### Employment Details

Payroll Appointment No			DfES Number				If applicable
School							
Department							
Date of appointment			Starting Salary				
Start date of membership							Enter the date on which you will join the pension scheme
Last Employer							

### Election for a Part-time / Supply teacher to become a member of the JTSF

All part-time and supply teachers who want to become a member of the JTSF must complete the below election. Once completed the election is irrevocable.

A. Confirmation of ' <b>JOINING</b> ' the JTSF for part-time / supply teachers	
I am a part-time / supply teacher and can confirm that <b>I wish</b> to become a member of JTSF. I understand that once implemented this election cannot be changed, it is irrevocable.	
	<b>Joining JTSF</b> <input type="checkbox"/>

B. Confirmation of ' <b>NON-MEMBERSHIP</b> ' of the JTSF for part-time / supply teachers	
I am a part-time / supply teacher but <b>do not wish</b> to become a member of JTSF. I understand that once implemented this election cannot be changed, it is irrevocable.	
	<b>Not Joining JTSF</b> <input type="checkbox"/>

### Employee's Signature

More Overleaf...

Required Attachments

Authenticated copy of Driving Licence, Birth Certificate or Passport	<input type="checkbox"/>
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Date Signed

Please return the completed form and attachments in the first instance to your HR Department who will forward it to the Public Employees Pension Team, Treasury and Exchequer, Union Street, St Helier, Jersey, JE2 3DN

## Death in Service Lump Sum Nominations (Please read guidance notes)

It is my wish for the Management Board to consider paying any cash payable in the event of my death to:

	My Estate
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or

	The recipient(s) set out below
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1		Full Name
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		Address
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	Relationship		Cash Sum Proportion
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3		Full Name
---	--	-----------

		Address
--	--	---------

	Relationship		Cash Sum Proportion
--	--------------	--	---------------------

2		Full Name
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		Address
--	--	---------

	Relationship		Cash Sum Proportion
--	--------------	--	---------------------

4		Full Name
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		Address
--	--	---------

	Relationship		Cash Sum Proportion
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I confirm that by completing this Expression of Wish section that I have read and understood the attached Guidance Notes and declared that the details set out on this form supersede and cancel any Expression of Wish Form previously signed by me.

### Your Contact Details

Address				
			Post Code	
Email Address			Telephone Number	

### Purchasing Additional Pension

#### Additional Voluntary Contributions

If you would like further information on how you can increase your pension by paying additional Voluntary Contributions to purchase added years and days, please tick the box. ✓	
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#### Transfer In from another pension scheme

If you currently have a UK or Jersey approved pension you may have an option of transferring that pension into the JTSF, and enhancing your future pension entitlement. If you would like more details please tick the box. ✓	
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## Death in Service Lump Sum Nomination Guidance Notes

Please read these Guidance Notes before completing the Death in Service Lump Sum Nomination form.

- 1) When completed, this form should be returned to the Pensions Team at the address shown below. It should be in a sealed envelope with the words "JTSE Death in Service Lump Sum Nomination" and your **Full Name** and **Payroll Number** clearly written in capitals on the outside.
- 2) You are at liberty to leave your Death in Service lump sum to one or more named recipients, however, in the event of your death in service the Management Board reserve the right to review your decision.
- 3) If you do not complete a Death in Service Lump Sum Nomination form, the Death In Service lump sum will be paid to your estate or legal representative.
- 4) It is recognised that over time, your circumstances may change and consequently you may wish to change the details you have inserted on this form. You may do this by obtaining and returning a further Death in Service Lump Sum Nomination form to the Pensions Administrator. You can find a new form on our website [www.gov.je/yourpension](http://www.gov.je/yourpension)

Should you require any further information regarding completion of this form, or on allocating your pension, while you are an active member or deferred pensioner, a part of your pension for a specified dependant, please contact the Pensions Administrator at the address below.

Public Employees Pensions Team  
Treasury and Exchequer  
Union Street,  
St Helier,  
Jersey,  
JE2 3RR

[pept@gov.je](mailto:pept@gov.je)

Telephone (01534) (4)40227

# Privacy Notice

This Privacy Notice is issued by the Management Board, the Committee of Management and the Public Employees Pension Team in its capacity as Administrator of the Jersey Teachers Superannuation Fund ("JTSF") and the Public Employees Pension Fund ("PEPF"), (together, the "Schemes"), as controllers of your personal data.

This notice sets out how your personal data is processed in order to provide you with certain public services and to meet our statutory obligations, in accordance with the Data Protection (Jersey) Law 2018 and the Data Protection Authority (Jersey) Law 2018.

We explain below what personal data we collect, how we will hold your personal data and what your rights are in relation to that data.

We may collect the following personal data:

- your name;
- your address and contact details;
- your date of birth; and
- details regarding your employment with the Government of Jersey, such as your department and job role.

We may also collect certain special category personal data, including details regarding your health (although this will be in limited circumstances, for example, if you make an application for an ill health pension).

This data is either collected directly from you when we request it, when you provide such data when requesting our services, or from other Government of Jersey departments, such as your employer.

We collect your personal data in order to:

- carry out any service you have requested of us;
- monitor and improve the performance of the Schemes;
- ensure that we meet our legal obligations;
- prevent and detect fraud and financial crime;
- process financial transactions including grants or payment of benefits;
- allow the statistical analysis of data so we can plan the provision of services;
- where necessary, allow us to comply with our law enforcement functions; and/or
- to protect individuals from harm or injury.

We do not use any automated decision making as part of our processing of your data.

We will endeavour to keep your information accurate and up to date, however, if you are aware that the data that we hold in respect of you is incorrect, please advise us as soon as possible by contacting the Data Protection Officer (DPO). Details for the DPO can be located at the bottom of this Privacy Notice.

We will only keep your personal data for as long as it is necessary. Once your personal data is no longer required, we will endeavour to destroy any personal data which we hold in respect of you. However, we may have a legal obligation to continue to hold some aspects of your personal data.

We will not pass any personal data on to anyone outside of the Government of Jersey, other than those who either process information on our behalf, or because it is necessary to do so as per our legal obligations. Where we are required to transfer your personal data, we will only do so once we have sufficient security measures in place with the recipient to protect your personal data. We do not process your information outside the UK or European Economic Area, which includes using web services that are hosted outside of those jurisdictions. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

The information you supply may be shared with:

- your employer;
- the Comptroller of Taxes for the Government of Jersey;
- the Social Security Department;
- Government of Jersey Human Resources Department;
- the Law Officers Department;
- the Treasury and Exchequer;
- the Government of Jersey Internal Auditor;
- the Committee of Management (the governing body of the PEPF);
- the Management Board (the governing body of the JTSF);
- Aon Hewitt Ltd (the Schemes' Actuary and the Employer's Actuary for the JTSF and the PEPF)
- Carey Olsen (the legal advisors to the Committee of Management and Management Board);
- Price Waterhouse Coopers (the external auditors to the JTSF and PEPF); and
- Her Majesty's Revenue and Customs (HMRC), where required.

Your data may also be shared with the UK National Fraud Initiative for the purposes of protecting the Schemes by picking up cases of fraudulent claims. It will not be processed further unless permitted under a condition as outlined in the Data Protection (Jersey) Law 2018.

You are entitled to ask us to:

- stop processing your information or request that the processing of your personal data is restricted;
- to correct or amend your information;
- provide a copy of the information we hold about you;
- erase your personal data; and
- withdraw your consent to the processing of your information (where consent has been provided previously).

Please note that we may not be able to provide you with certain services where you request any restrictions to our processing of your personal data. We may not be able to fully erase your personal data, where our legal obligations prevent us from doing so.

In order to exercise any of the rights you are entitled to as outlined above, or if you wish to submit a complaint about the way your information is being used, you can contact the DPO at [dataprotection2018@gov.je](mailto:dataprotection2018@gov.je).

Alternatively, you are entitled to complain to the Jersey Office of the Information Commissioner by emailing [enquiries@dataci.org](mailto:enquiries@dataci.org).