



Jersey Teachers' Superannuation Fund

Notification of New Full Time Teacher Appointment

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS AND BLACK INK

Applicant Details

(Updated 10/04/2019)

Full Name				Title	
Date of Birth			Female		Male
Previous Name	If applicable				
Marital status	Single		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	
Contractual/Working Hours	If Part Time also enter full time equivalent hours, e.g., 25/37, 20/38		
Start date of membership	Enter the date on which you will join the pension scheme		
Last Employer			

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. ✓

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 JTFSF, and enhancing your future pension entitlement. If you would like more details please tick the box. ✓

Employee's Signature

More Overleaf...

Required Attachments

Authenticated copy of Driving Licence, Birth Certificate or Passport	
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Date signed

Please return the completed form and attachments in the first instance to your Human Resources Department who will forward it to the Public Employees Pension Team, Treasury and Exchequer, PO Box 353, 19-21 Broad Street, St Helier, Jersey, JE2 3RR

Death in Service Lump Sum Nominations

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

 My Estate

or

 The recipient(s) set out below

1	<input type="text"/> Full Name	3	<input type="text"/> Full Name
<input type="text"/> Address		<input type="text"/> Address	
<input type="text"/> Relationship	<input type="text"/> Cash Sum Proportion	<input type="text"/> Relationship	<input type="text"/> Cash Sum Proportion
2	<input type="text"/> Full Name	4	<input type="text"/> Full Name
<input type="text"/> Address		<input type="text"/> Address	
<input type="text"/> Relationship	<input type="text"/> Cash Sum Proportion	<input type="text"/> Relationship	<input type="text"/> Cash Sum Proportion

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.

Death in Service Lump Sum Nominations 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 Administrator at the address shown. It should be in a sealed envelope with the words "JTSF 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.

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.

Jersey Teachers' Pension Fund, Public Employees Pension Team, Treasury and Exchequer, PO Box 353, 19-21 Broad Street, St Helier, Jersey, JE2 3RR : 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.

Alternatively, you are entitled to complain to the Jersey Office of the Information Commissioner by emailing enquiries@dataci.org.