**Employer Services Authorisation Form**

|  |  |
| --- | --- |
| Nominated user's full name: |  |
| Position Held: |  |
| Contact Telephone number: |  |
| \*Email: |  |
| Local Government Pension Scheme (LGPS) Employer Name: |  |
| Name and details of user's employer (if different from the employer named above) |  |
| Employer Area Login:  (Only if you already have one) |  |

\* If you are authorised overleaf to submit E-forms, a copy of each submitted form will be sent to this email address. It should be an individual, not group, mailbox.

Declaration (to be signed by person named above)

I understand that I will be given an account login and password which will give me access to the Employer Area.

If I am authorised to use Altair Employer Services, I understand that I will be given an additional account login and password which will give me access to personal data of past and present members of the pension scheme who are or have been employed by the LGPS employer named above.

I undertake to use the data I am given access to for the purposes of pension administration and data checks only and to keep personal data secure. I will treat all personal data confidentially and in accordance with the Data Protection Act 1998.

I will not allow anyone else to use my account(s) and will not divulge the login details to anyone. I will not record my login details in a format where they could be used by someone else to gain access to the Employer Area or Altair Employer Services.

I understand that I am responsible for all activities recorded against my accounts.

Signed

Date

Please scan and return to [Engagement@localpensionspartnership.org.uk](mailto:Engagement@localpensionspartnership.org.uk)

Two levels of access are available, as follows:

|  |  |  |
| --- | --- | --- |
|  | BASIC ACCESS | HIGHER LEVEL ACCESS |
| View the employer guide | Yes | Yes |
| View Employer bulletins and other communications | Yes | Yes |
| Submit Eforms and/or spreadsheets to notify pensions of starters, leavers etc.\*\*\* | No | Yes |
| Download paper forms for ill health retirement certifications | No | Yes |
| View the personal and financial LGPS records of past and present employees using Altair Employer Services | No | Yes |
| Perform benefit estimates for employees using Altair Employer Services | No | Yes |
| Submit Contribution Remittance to notify LCC of amount to collect via direct debit | No | Yes |

\*\*\* Note that HIGHER LEVEL ACCESS authorisation will allow the above-named to certify that a pension scheme member is entitled to the early release of pension benefits which may incur a cost to the employer. It is expected that the employer will have relevant internal processes for early retirements to be costed and approved at an appropriate management

level before the submission of the Employer - Leaver Form. HIGHER LEVEL ACCESS

will also allow the relevant user (within the employing authority or payroll provider) to submit a contribution remittance confirming the amount to collect via direct debit.

Authorisation (to be signed by a Chief Officer/Senior Manager of the Employing

Authority - this must be someone other than the person making the access request)

I confirm that the nominated user is hereby authorised for the level of access stated below. I confirm that data protection training has been provided to him/her, and appropriate processes and systems are in place in this organisation to ensure compliance with the principles of the Data Protection Act. We will inform LPPA if the nominated user leaves employment or is otherwise no longer authorised.

State level of access to be given (basic/higher)



Signed

Print Name



Position

Date

Please scan and return to [Engagement@localpensionspartnership.org.uk](mailto:Engagement@localpensionspartnership.org.uk)