



Item 18

Council - 11 December 2025

Participating Employer Personal Data Retention Policy

1. **Introduction**
2. Llangyfelach Community Council is part of the Local Government Pension Scheme (LGPS), specifically the City & County of Swansea Pension Scheme.
3. Appendix 18.1 sets out the Local Government Association, Template Personal Data Retention Policy for Scheme Employers in the Local Government Pension Scheme (LGPS).
4. Appendix 18.2 sets out the Personal Data Retention Policy Expectations, as defined by the City and County of Swansea Pension Fund (the "Fund").
5. Appendix 18.3 sets out the draft Llangyfelach Community Council, Participating Employer Personal Data Retention Policy. A requirement of the Pension Fund is that the Community Council approve and publish it.
6. The Pension Fund Memorandum of Understanding regarding Compliance with Data Protection Law and the Pension Administration Strategy have been shared with all Councillors. These documents may be amended by the Pension Fund from time to time.
7. **Recommendation(s).** It is recommended that:
 - 7.1 Llangyfelach Community Council's Participating Employer Personal Data Retention Policy as outlined at Appendix 18.3 of the report, be approved.
 - 7.2 The Policy be published on the Community Council website.

Appendices:

Appendix 18.1	Local Government Association – Template Personal Data Retention Policy for Scheme Employers in the Local Government Pension Scheme (LGPS).
Appendix 18.2	Personal Data Retention Policy Expectations - City and County of Swansea Pension Fund (the "Fund").
Appendix 18.3	Llangyfelach Community Council - Participating Employer Personal Data Retention Policy.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council