

# Tracing Local Government Pension Scheme (L G P S) benefits with Bedfordshire Pension Fund

Please fill in the form with your personal details and information about the employment you had with the L G P S employer.

We ask for your telephone number and email address so that we can contact you if we have any questions about your form.

| **Your details** |
| --- |
| Name: |
| Any previous/other names you have been known by: |
| National Insurance number: |
| Date of birth: |
| Previous employer or place of work: |
| Job title/ description of employment: |
| Dates of employment/L G P S membership: |
| Any other relevant information: |
| Current home address, including post code: |
| Telephone number: |
| Email address: |
| Signature: |
| Date: |

Please see the next page for details of where to send your form.

## How to complete and return your form

Please fill in as much information as you can because this will help us find any pension record we may have for you. If you do not have exact dates of employment please give dates as near as you can. Don’t forget to sign and date the form.

You can send your completed form to us by email or post.

### **By email**

Scan or take a photo of your signed form and email it to: pensions@bedford.gov.uk

You may want to check your email security settings before sending personal information by email.

### **By post**

You can post your form to:

Bedfordshire Pension Fund, Borough Hall, Cauldwell Street, Bedford MK42 9AP

## How we look after your data

Bedfordshire Pension Fund is a Data Controller under the Data Protection Act 2018. This means we store, hold and manage your personal data, in line with statutory requirements, to enable us to provide you with pension administration services. In order for us to carry out our statutory duty, we are required to share your information with certain bodies, but will only do so in limited circumstances. For more information about how we hold your data, who we share it with and what rights you have to request information from the Fund, please visit www.bedspensionfund.org