Shetland Islands Council - Pensions

Electronic Payslip Request

Personal Details

Pensioner Name: _____

Payroll Number(s): _____

I request to receive my monthly pensioner payslip electronically by e-mail to the address below rather than receive a paper copy through the post.

e-mail address _____

(Please read and complete E-mail Consent section at the bottom of this form)

Consent Section

In consenting to receive your password-protected payslip out with the Council's ICT Network, you must note that such email transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses.

Confidentiality

By giving your consent to receive your payslip electronically to the e-mail address that you have supplied, Shetland Islands Council cannot be held liable in any way for the security of this data once it is in your possession.

The Council recommends that you exercise caution when accessing or printing online payslips via a shared computer or printer, or a computer and printer in a shared office or public area. In addition, we advise you to take the following security precautions:

- Don't leave your computer unattended while you have your payslip open. Either log off, or lock your computer.
- Don't share your password – with anyone.

Transmission of viruses

The Council accepts no liability for any damage caused by any virus transmitted by sending your payslip to the email address you have supplied.

Disclaimer

I have read and understood the above advice on confidentiality and transmission of viruses, and accept that the Council cannot be held responsible in any way for the security of this information once it is in my possession.

I therefore consent to receive my payslip from the Council via the following e-mail address.

Signed: _____   Date: _____

Please return to: Pensions, Finance Service, Office Headquarters, 8 North Ness Business Park, Lerwick, ZE1 0LZ
Pensions-FinanceServices@shetland.gov.uk

You must notify Pensions if you change your e-mail address.

Pension Section

CHRIS details input by (pensions): _____   Date: _____