

Single Scheme Administration Project

Quarterly Bulletin - Issue 9

May 2018



Welcome

Welcome to the ninth quarterly bulletin on the Single Scheme Administration Project. This bulletin aims to share information with all administrators involved in the Single Public Service Pension Scheme regarding project work underway in this area.

This bulletin includes a reminder of administrators' GDPR, an update on training and details of a new estimator tool for use by members.

New Data Protection Regulations



As you will all be aware the [General Data Protection Regulation \(GDPR\)](#) comes into effect on May 25. Under the Single Public Service Pension Scheme, each public service employer is deemed to be the pension administrator for its members' benefit entitlements. Under the GDPR, this Department also considers each public service body to be the Data Controller for its employees' data, including personal information.

All administrators are reminded to **NOT INCLUDE ANY PERSONAL INFORMATION RELATING TO MEMBERS** in any Single Scheme queries you submit to DPER. Queries should be forwarded on an anonymised basis only. Personal data should also not be included with remittance details sent to DPER relating to Danske Bank transactions for contributions or when individuals receive refunds.

All administrators are also reminded that **employee data necessary for effective administration of the Single Scheme should be securely retained by all Relevant Authorities for future reference**. This includes information relating to member employment, work pattern history and pensionable pay.

Member Estimator tool

A [Single Scheme Estimator Tool](#) is now live in the Member's area of the Single Scheme website. The tool is spreadsheet based and designed to give standard Single Scheme members a broad indication of the level of their normal retirement benefits based on current pensionable remuneration and work-pattern. There is also a two page At-a-Glance guide which all members should refer to. Estimates provided by the tool are not a guarantee of the benefits payable but should help Scheme members with financial planning. The results from the Estimator Tool are not intended to replace the requirement for employers to provide Annual Benefit Statements.

Administrators in all Relevant Authorities and Shared Service Administration Centres should familiarise themselves with the tool prior to sharing it with their members.

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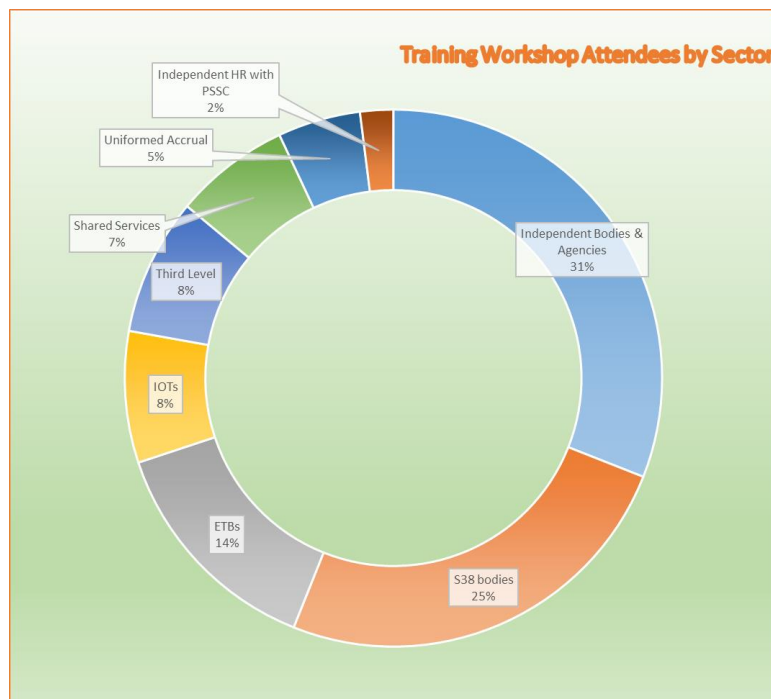
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Training Workshops – Leaving Employment & Annual Administration

The recent programme of Single Scheme training workshops has come to an end and we would like to thank all participants from across the public service who attended. Based on the feedback submitted 96% of attendees rated the training as “excellent”, “very good” or “good”.

More training modules on “Retirements and Deaths” and re-runs of “Recruitment and On-boarding” will be delivered in 2018 and the Project Team will be in touch with further information later in the year.

We have a small number of hard copy manuals for both the “Recruitment and On-boarding” and “Leaving Employment and Annual Administration Activities” available for sharing with colleagues. Should you wish to receive spare copies for your office please email singleschemequeries@per.gov.ie with your business contact details. A PDF version will be made available on the website shortly.



Single Scheme Databank Development

Work on the development of the Single Scheme Databank is progressing, with a Test Pilot currently underway with a number of Relevant Authorities and Shared Service Centres. The Project Team would like to acknowledge the support of all bodies participating in this Pilot and inputs from many bodies to the Databank Working Group that significantly informed the design of the Databank templates.

A reminder that advanced drafts of the Single Scheme Databank templates that each relevant authority will need to populate, when requested, were circulated last December. *Each organisation should be progressing the work involved to complete these templates for submission to the Single Scheme Databank, once requested by DPER.*

Benefit Statements Reminder

Administrators are reminded that the deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2017 is **30 June 2018**.

Website Reminder

A reminder that many administrator resources, including an FAQ that addresses common queries, are available on the dedicated website www.singlepensionscheme.gov.ie. This should be your first port of call with any queries, before making contact with DPER.