



Did you know that video tutorials are available to assist administrators using the Single Scheme Databank?

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Why has the Single Scheme Databank been created?

The Single Public Service Pension Scheme is the pension scheme that generally applies to all new pensionable appointments to the public service since 2013. It applies to over 350+ designated public service bodies called Relevant Authorities (“RAs”).

The membership of the Scheme has grown very quickly with some 115,000 members Scheme members at the end of 2018. The Single Scheme Databank has been created to:

- ensure all Single Scheme member and pensioner data from 2013 is captured and maintained to a common standard across the public service;
- safeguard against the potential loss of data from 2013 on Single Scheme members;
- allow for a 360° view of each Scheme member’s benefits across all public service employments to be developed.

What is the Single Scheme Databank?

The Single Scheme Databank consists of two applications:

Data Gathering and Validation Tool (DGV^T)

this is a data transfer tool that each relevant authority will use to upload data annually to the Databank for their Single Scheme members and pensioners

Single Pension Scheme BI Reports Tool*

this is an information tool that allows a relevant authority to:

- run certain reports on their Single Scheme members and pensioners based on the data previously uploaded by the relevant authority;
- download copies of annual data files previously submitted to the Databank by that relevant authority

*Only organisations on the Government Network or HEAnet will have access to the Single Pension Scheme BI Reports Tool. The DPER Single Scheme Databank Team will make arrangements with the small number of bodies not on the Government Network or HEAnet for aggregate reports to be periodically e-mailed to an authorised user.

The Single Scheme Databank is maintained by the DPER Single Scheme Databank Team.

What data is submitted to the Single Scheme Databank?

Each relevant authority must make an annual return to the Databank for each Scheme Year since 2013.

The annual return consists of the two Scheme Files templates being accurately completed and uploaded to the Databank using the Data Gathering Validation Tool (DGVVT)

Single Scheme Membership Data File	contains data on all active, deferred, and former members of the Scheme. It also includes information on refunds paid to non-vested leavers.
Single Scheme Benefit Payments Data File	which records details of any retirement or death benefits paid under the Single Scheme in that year, as well as details of pensions in payment

You can find further information on the format of each of the Scheme Data Files, including information on permissible values, on the Single Scheme Databank Training page for administrators at:

<https://singlepensionscheme.gov.ie/databank/employers/resources/training>

Who is required to submit data to the Single Scheme Databank?

All relevant authorities to which the Single Public Service Pension Scheme applies are required to upload their members' and pensioners' data to the Databank for each Scheme Year since 2013.

Does my organisation still have to submit data if it has no Single Scheme members?

Yes. A submission is required from relevant authority for each Scheme Year since 2013 even if your organisation does not yet have any Single Scheme members.

When will my organisation be asked to submit data to the Single Scheme Databank?

Relevant authorities are being onboarded to the Databank in waves, with readiness for onboarding having been assessed by the DPER Single Scheme Project Team based on the most recent Single Scheme annual survey submission. Wave 1 onboarding commenced in Q1 2019.

Your organisation will be contacted approximately 6 weeks in advance of being onboarded to the Databank. Databank training will be provided to each relevant authority immediately prior to onboarding.

Initially, your organisation will be required to submit "catch up" data for each Scheme Year from 2013 to the most recent Scheme Year. Thereafter, your organisation will submit data annually once Single Scheme Annual Benefit Statements have issued for the previous Scheme Year.

How can I access the Single Scheme Databank?

Access to the Databank is restricted to a small number of authorised individuals in each relevant authority having regard to business needs. Each user is issued with their own Databank user account.

Individual Databank user accounts are set up by the DPER Single Scheme Databank Team at the request of the Local Databank Coordinator in each relevant authority. If you feel that you have a business need to be set up with access to the Single Scheme Databank for your organisation, you should consult with your organisation's Local Databank Coordinator who will make the necessary arrangements.

If you are already an authorised Databank user, the Accessing Your Databank Quick Reference Guide provides information on how to log in to your account or reset your password.

What is the legal basis for the establishment of the Single Scheme Databank?

The legal basis for the establishment of the Databank is provided for at Section 31 for the Data Sharing and Governance Act 2019.

Section 25 of this Act requires each Relevant Authority to provide specified information to the Databank, within specified timeframes, when requested by the Minister.

Where can I get further information?

You should consult the Single Scheme Databank Training page for administrators at <https://singlepensionscheme.gov.ie/databank/training>

Each organisation has also designated a Local Databank Coordinator to liaise with the DPER Single Scheme Databank Team. If your Local Databank Coordinator cannot assist you with your technical query, your Local Databank Coordinator will make contact with DPER on behalf of your organisation for further assistance.

Please note that for security purposes, under no circumstances should personal data intended to be uploaded to the Single Scheme Databank be e-mailed to DPER.