

**NATIONAL HEALTH SERVICE SUPERANNUATION SCHEME (Scotland)
04/2010**

WHO SHOULD READ: HR, Payroll and IT Managers and those who submit paper data to SPPA.
ACTION: To read and circulate as appropriate
SUBJECT: Electronic data

The purpose of this circular is to:

- Provide the template for electronic data submissions and
- Advise employers about secure data submissions.

Circular 03/2010 advised that from 1 April 2010, paper NSR forms relating to the year 2010/11, which would previously be submitted on paper, must be submitted in an electronic format. These forms require manual intervention which can lead to the possibility of errors, loss and also raises security issues.

The vast majority of NSR member's data received by the SPPA comes directly from employer payroll systems via tailored extraction routines. Data received in this manner during the financial year 2010/11 will not be affected by this circular. However, a small amount of data is received either on paper or basic Excel templates which do not afford any validation at the point of data entry. In order to allow employers to partially validate member's data at the point of entry, SPPA have made a Small Employer's Template (SET) available for use.

The template will be provided in Microsoft Excel 2003 format but the default file save format will be Comma Separated Value (CSV), negating any issues arising from the use of a different version of MS Excel. It will aid employers at the entry of data, highlighting minor and major anomalies at the time of entry by using a colour coded system for each field. The coding is:

Green: Data is consistent.
Amber: Minor anomalies are present in this field and/or linked fields
Red: Major anomalies are present in this field and/or linked fields.

The presence of red fields will prevent submission of data to SPPA. Correspondingly, once all fields are either green or amber, the data can be submitted to SPPA for upload to the SPPA Pension Administration System.

The template can be accessed on the SPPA's website <http://www.sppa.gov.uk/nhs/forms.htm>

Once complete, the data should be submitted to NHSService@scotland.gsi.gov.uk and you will receive an automatic acknowledgement for receipt of this data.



Secure Data Transmissions

SPPA takes the security of data very seriously. Employers must also take steps to ensure that the transmission of data is undertaken in a secure manner and does not open the possibility for the data to be either intercepted or lost before it reaches SPPA.

Data should therefore be encrypted before submitting to SPPA. As we are an Agency of the Scottish Government, our recommended software for this is PKZIP. Using this, data can be sent as a secure, compressed and encrypted attachment through Microsoft Outlook. However, employers can use any other software to submit data to SPPA but must ensure that it is encrypted and password protected on transmission.

The password should be provided under separate cover either by email or by telephone and should be a minimum of 12 characters which must include a mixture of upper and lower case letters, numbers and symbols found on the keyboard. It should not be a word in the English dictionary and not contain your user name, real name or company name. An example would be Saft??1867N!!.

If you have any enquiries about electronic data submissions, require further information or assistance in completing the template, please contact: Chris.White@scotland.gsi.gov.uk

SPPA make every effort to keep our employers contact list updated. However, to ensure that our Circulars and other information are sent to the appropriate staff, we rely on you to advise SPPAstakeholderliaison@scotland.gsi.gov.uk of any relevant personnel changes in your organisation.

Ian Clapperton
Director of Operations
31 March 2010

Contact Information:

Should you have any enquiries about this circular, or require further information, please contact: Christine.ross@scotland.gsi.gov.uk

Scottish Public Pensions
Agency
7 Tweedside Park
Tweedbank
GALASHIELS
TD1 3TE

www.sppa.gov.uk
Telephone: 01896 893000
Fax: 01896 893 214



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