sppa

SCOTTISH PUBLIC PENSIONS AGENCY

NATIONAL HEALTH SERVICE SUPERANNUATION SCHEME (Scotland) 06/2011

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

The purpose of this circular is to:

- **Advise employers of SPPA's process when sending data to employers and to**
- **Remind employers of their responsibility when sending data to SPPA.**

SPPA takes the security of data very seriously and has recently reviewed the government guidance for sending and receiving information. As a result, SPPA have introduced with immediate effect, the protective marking – "PROTECT" which will be used when sending data electronically.

The rules on e-mailing data externally vary, depending on the e-mail address to which the data is being sent. Attached is a list of e-mail addresses considered to meet the government's restrictions.

xGSI users (those with .x.*gsi.gov.uk* in their email addresses)
GSE users (those with *.gse.gov.uk* in their email addresses)
GSI users (those with *.gsi.gov.uk* in their email)
GCSX users (those with *.gcsx.gov.uk* in their email addresses)
GSX users (those with .gsx.gov.uk in their email addresses)
CJX users (those with *.police.uk or .pnn.police.uk* in their email addresses)
CJSM users (those with *.cjsm.net* in their email addresses)
SCN users (those with *.scn.gov.uk* in their email address)
NHS users (those with *.nhs.net* or *.nhs.uk* in their email address)
TESTA (those with *.eu-admin.net* in their email addresses)
GSS (those with *.gssiup.co.uk* in their email addresses)

All electronic data being sent from SPPA to any of the above e-mail addresses will be marked PROTECT and the e-mail to which the data is attached, will be marked "PROTECTIVELY MARKED" in the subject field.

Employers who do not have an e-mail address listed above, will have data sent to them password protected and encrypted using PK Secure Zip software. SPPA will hold a list of acceptable passwords and, when SPPA have checked the e-mail address of the recipient, will send the data with the password number. SPPA will also require the recipient to reply to confirm receipt of the material and to receive the password. As above, the document will be marked PROTECT and the e-mail subject, PROTECTIVELY MARKED.

As we are all responsible for protecting the information we hold in our work, employers should not forward on data, store in a way that can be accessed by others and should lock in a suitable cabinet.

Employers should also be security aware when submitting data to SPPA. They must take steps to ensure that the data they are transmitting is sent securely and does not open the possibility for the data to be either intercepted or lost before it reaches SPPA. Data can be sent using PK Secure Zip 12.

Whilst I realise that to some employers this may seem burdensome, SPPA, along with other government departments, is following the Scottish Government Security Guidance.

Ian Clapperton
Director of Operations
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Contact Information:

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