

Financial Assistance Scheme Increasing Member Payments Bulletin Issue Number 5 – 30/09/2008

This bulletin is aimed at Trustees and Administrators as a means of providing further information and/or guidance on topics or issues raised during discussions or at meetings. Please make its contents available to colleagues within your organisation.

Subject: Provision of Information – Form S1	Financial Assistance Scheme (FAS) PO Box 702 York YO32 9XR Tel: 0845 6019941 Email: FAS-Operational-Unit@dwpgsi.gov.uk
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Provision of Information – FAS Form S1

As part of the continuing work to improve the security and assurance in handling personal and other sensitive information DWP have introduced a number of measures to ensure that removable media is used securely.

This Technical Bulletin details the key changes affecting the return of personal details of members of FAS qualified schemes to the FAS Operational Unit. With effect from 1 October 2008, the following changes apply:

- Newly qualified schemes - only encrypted USB data pens will be issued enclosing the S1. This will be password protected prior to issue to the data provider. On receipt of the encrypted pen the data provider should contact the FAS Operational Unit and speak to a Customer Account Manager to obtain the password in order to unlock the S1.
- Previously qualified schemes - Unencrypted USB data pens will be replaced with encrypted USB data pens when data is returned to FAS on an unencrypted pen. Again the encrypted pen will be password protected therefore on receipt the data provider will need to contact the Operational Unit to obtain the password in order to unlock the S1

Full instructions will be issued with the S1 as before. Please note that when returning any data pen the data provider should name and save each file contained on the data pen with the full scheme name. If returning the data pen with data for more than one scheme, please name each file with the full scheme name i.e. if the scheme is called “Any Scheme 1993 Retirement Pension Plan”, then it should be saved as “Any Scheme 1993 Retirement Pension Plan.xls”. This should assist in reducing the risk of FAS saving the returned data against the wrong scheme.

We would welcome your feedback regarding this communication and whether you consider it beneficial. If you consider there is a topic or issue you would like included please let us know. Our email address is at the top of this bulletin.

If you require any clarification regarding this update, please contact the FAS Operational Unit on 0845 6019941, or at the above address. For full details of the FAS please log on to our website at www.dwp.gov.uk/fas.