

NHS PENSION SCHEMES 2018/04

WHO SHOULD READ:	Chief Executives of Health Boards Payroll Managers Pension Administration Staff Staff who submit data to SPPA
ACTION:	To read, circulate and action as appropriate
SUBJECT:	Disclosure of Salary and Pension Information for 2017 – 2018 Annual Reports and Accounts

The purpose of this circular is to note the arrangements for SPPA to provide pension information to employers for the 2017 – 18 Annual Reports and Accounts

To help employers meet their requirements in relation to salary and pension disclosure for senior staff in their accounts, SPPA will this year provide two online [calculators](#) and the associated [guidance](#). Please note the calculators provided can only be used for **protected** members of the NHS 1995/2008 schemes, **unprotected** members that transitioned in to the new 2015 CARE arrangements on the 1st of April 2015 or those who joined the CARE scheme from 1st of April 2015 onwards.

For protected members SPPA will, upon request, provide details of a member's service history as at 31 March 2017 (the latest we currently hold). For unprotected members SPPA will supply details of the member's service history as at 31 March 2015. When requesting such information, employers must provide written consent from each individual.

If disclosure information is required for **tapered** members that have transitioned from the NHS 2008/1995 final salary schemes in to the new CARE arrangements **after** the 1st of April 2015, employers should complete the [request template](#) and, using their preferred secure method, email it to sppatransfers@gov.scot. SPPA will then provide information to assist the completion of the accounts*. The data you must give SPPA is broadly the same as for the 2016-17 exercise. Employers should supply SPPA with a completed template as soon as possible after 31 March 2018.

Non-disclosure is possible if the member can provide reasons that publication would, under the Data Protection Act, prejudice their rights, freedoms or legitimate interests, or that it would or be likely to cause unwarranted substantial damage or distress to themselves or another. You should take legal advice if this occurs, as if you decide not to publish this may be challenged under the Freedom of Information Act. Where non-disclosure is agreed, the fact that certain disclosure has been omitted should be disclosed.

**To comply with data protection requirements, SPPA will protect information they send to employers using the Switch Egress secure email service . This requires the recipient of the email and attachment to register for the free cloud based Switch Egress secure email service. Once registered and logged in, the encrypted email will be available to view.*

Eleanor Guthrie
Operations Director
28/03/18

Contact information

Please contact sppatransfers@gov.scot , using 'Resource Accounts' as the subject, if you have any enquiries about this circular.

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