



HSC Pension Service

Provided by



Business Services Organisation

GP STAFF NEWSLETTER

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HSC (P) 01-18

June - 2018

1. General Data Protection Regulation (GDPR)

On 25 May 2018, regulations governing the use of personal information changed. The General Data Protection Regulation has been adopted across all European Union member states. The legislation has been designed to harmonise data privacy laws across the EU and provide greater protection and rights to individuals.

The HSC Pension Scheme arrangements take member privacy seriously. Full details of the types of personal data the scheme holds, how it is used and whom it is shared with are set out in an updated privacy notice.

The notice and policy can be found here:

<http://www.hscpensions.hscni.net/download/HSCPS-Privacy-Notice.pdf>

<http://www.hscpensions.hscni.net/download/HSCPS-Privacy-Policy.pdf>

The privacy notice also sets out the rights in connection with the personal data held about members; who to contact if they want to exercise those rights; have concerns about the way we handle personal information; or, generally have any questions.

The information we hold is provided by employers and it is important that members keep employers up to date if anything changes; for example, if you change address.

Without this information being maintained, there could be delays in the payment of benefits.

2. Annual GP55A's 17/18 and ABS 17/18

The GP55A 17/18 end of year returns have now been received. The team will be verifying and updating pension records based on this GP55A submission. If there are any queries we will contact practice manager for clarification. Any outstanding queries for 17/18 or earlier years that remain unanswered by practice managers will mean that the member will not be able to access their Annual Benefit Statement (ABS).

You will be aware that Annual Benefit Statements (ABS) are available to all members via Member Self Service (MSS).

The 17/18 ABS will be available towards the end of August.

All staff should register, if not already done so, for MSS so that they can view their ABS when available.

Staff should visit the [Member Self Service section](#) of our website and access the instructional videos to assist with registration.



3. GP1 Direct Debit Plan 2018/19

Please find details below for the GP1 submission deadlines and direct debit collection for the current financial year.

Month Payment Relates To	GP1 Submission Deadline	Direct Debit Date
June 2018	06th July 2018	18th July 2018
July 2018	06 th August 2018	17 th August 2018
August 2018	06 th September 2018	18 th September 2018
September 2018	05 th October 2018	18 th October 2018
October 2018	6th November 2018	19th November 2018
November 2018	6th December 2018	18th December 2018
December 2018	7th January 2019	18th January 2019
January 2019	6th February 2019	18th February 2019
February 2019	6th March 2019	19th March 2019
March 2019	8th April 2019	18th April 2019

4. GP Locums

Despite previous reminders some Locums are still reporting that there is a delay in having their Locum A forms, verified, signed and stamped by the practice manager. Please complete these in a timely manner as the Locum GP has only a 10 week window in which to submit their claim for pension purposes.

GP Locums should retain copies of their A&B submissions in case there is any need to refer back them and also for completion of self-assessment forms.

5. Administration Guide

We are in the process of updating the Administration Guide which covers all areas of Practice Administration. Many of the topics covered in previous [Newsletters](#) will now be included in the Guide. These will include the administration of processes such as : Joiners/Auto Enrolment/Leavers/Contributions Rates/Maternity/Sick leave/Casual employments - Month Rule/Member Retiring/Monthly GP1/Annual GP55A.

We will update you by email as soon as the Guide is available.

6. HSC Pension Service Newsletters

Newsletters are produced each quarter as below :

Members Newsletter
Employers Newsletter
Employers Technical Update
GP Newsletter
GP Practice Staff Newsletter

Practice Managers should be accessing the Employer Technical Update and Employer Newsletters in particular to access current relevant information.

Please ensure that all your GPs/Staff have access to the content of the Newsletters.

All Newsletters are available on our website at www.hscpensions.hscni.net



7. Contact Us

By writing to us at:-

HSC Pension Service
Waterside House
75 Duke Street
Londonderry
BT47 6FP

Via e- mail at:- hscpensions@hscni.net

By Telephone: **028 7131 9111 Option 3**

9.00am to 5.00pm – Monday to Thursday; 9.00am to 12.00pm Friday



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If you have any suggestions for the newsletter or would like a particular topic covered in future publications please do not hesitate in contacting us by emailing: hscpensions@hscni.net

