

Common Data Plan

Index	Data Type	Scope Of Data	Incomplete Data	Scope Data Not Included	Membership Types	Methodology	Methodology Notes	Assumptions	Timescales	Status
2.1	Common Data	National Insurance Number	192		Active, Deferred, Pensioner, Beneficiaries.	Scheme administrator to obtain National Insurance Numbers.	There are 11 records with Temporary NI numbers which are being investigated under the Record Keeping Plan. There are 181 records that are being investigated that may be incomplete or incorrect and these are being investigated as part of the Record Keeping Plan.	Scheme administrator to obtain NINO and this has already started 01/09/2017	01/11/2017 to 31/03/2018	Capita to provide by 28/02/2018
2.2	Common Data	Surname.	0	Not included as this data is on record.	N/A	N/A	N/A	N/A	N/A	N/A
2.3	Common Data.	Forename(s) or Initials.	189		Active, Deferred, Pensioner, Beneficiaries.	Review member back files to locate data and update accordingly.	There are 189 records currently under investigation where the initial or forename held may be incomplete or incorrect. These are being reviewed under the Record Keeping Plan.	Scheme administrator to spend 2 months looking for missing data	01/11/2017 to 31/03/2018	Capita to provide by 28/02/2018
2.4	Common Data.	Gender.	0	Not included as this data is on record.	N/A	N/A	N/A	N/A	N/A	N/A
2.5	Common Data.	Date of Birth.	7		Active, Deferred, Pensioner, Beneficiaries.	Review member back files to locate data and update accordingly.	There are 7 records currently under investigation where the DOB recorded may be incorrect. These will be resolved as part of the Record keeping Plan.	Scheme administrator to spend 2 months looking for missing data.	01/11/2017 to 31/03/2018	Capita to provide by 28/02/2018
2.6	Common Data.	Date Pensionable Service Started.	0		N/A	N/A	N/A	N/A	N/A	N/A
2.7	Common Data.	Expected Retirement Date.	0	Not included as this data is on record.	N/A	N/A	N/A	N/A	N/A	N/A
2.8	Common Data.	Last Status Event.	151		Active, Deferred.	Review member back files to locate data and update accordingly.	Capita to review member back files to locate data and update accordingly.	Scheme administrator to spend 2 months looking for missing data.	01/11/2017 to 31/03/2018	Capita to provide by 31/03/2018
2.9	Common Data.	Membership Status.	887		Active, Deferred.	Review member back files to locate data and update accordingly.	Capita to review member back files to locate data and update accordingly.	Scheme administrator to spend 2 months looking for missing data.	01/11/2017 to 31/03/2018	Capita to provide by 31/03/2018
2.10	Common Data.	Address Verification.	2101		Active, Deferred	Commission an outside organization to provide missing addresses.	Commission an outside organisation to provide missing addresses which go to Capita to update their records.	The time it will take for a search company to provide us with the results is unknown but will be added to the data correction plan once known.	01/11/2017 to 31/03/2018	Expected by 31/03/2018
2.11	Common Data.	Postcode Acquisition.	664		Active, Deferred.	Commission an outside organization to provide missing addresses.	These figures represent last known address held. We are reliant on members and employers keeping us updated of any changes. We may hold historic data on scanned images but this is not in an extractable format.	The time it will take for a search company to provide us with the results is unknown but will be added to the data correction plan once known.	01/11/2017 to 31/03/2018	Capita to provide by 28/02/2018

APPENDIX A

Reasons for status
Currently negotiating costs with Capita. Deadline expected is reasonable
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Finalising data transfer to supplier.
Currently negotiating costs with Capita. Deadline expected is reasonable.