**Data Verification Exercise – Frequently asked Questions for all staff**

**What does a data verification exercise mean?**

This is a way of ensuring that all the data held on staff is accurate i.e. in relation to address, next of kin and equalities information. The information must be checked, completed (where necessary) and verified as correct, by every employee.

**Why is my information not already correct on ESR?**

Over time the requirements for data verification checks have changed in relation to ethnicity and disability etc., which may mean the information you gave to us when you were first recruited is now out of date. We are also in the unfortunate position that any data that may have previously been checked has not always been inputted into the payroll system or transferred when the payroll providers have changed. This Data Verification exercise will ensure that all incorrect details are corrected and that we meet the requirements for equalities information.

**Why are you undertaking a data verification exercise now?**

Care Plus has obtained funding to support this exercise. This was in recognition of the fact that the data held on our payroll system, ESR (Electronic Service Record) is poor and needs to be improved and brought up to date.

**What data are you checking?**

We will be checking all personal information i.e. name, address and emergency contact details. We will also be requesting equalities information such as ethnic origin and religious belief. Dependent on your job role, it may be necessary for us to request your registration number. This will only apply if your post requires you to be registered with a professional body e.g. NMC, British Psychological Society, CIMA, General Social Care Council and Health Professions Council.

**Why do you need equality information?**

Under the Equality Act 2010 it is required that all companies report on equalities information for all employees. CPG are legally obliged under this equality duty to consider the needs of all individuals in relation to shaping policies and delivering services. Under the Equality Duty, CPG as a public body are required to have due regard for the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between staff.

Section 153 of the Equality Act 2012 imposes a duty on public bodies to enable them to perform the Equality Duty more effectively. Currently due to the limited information that is held on the ESR system, we need further information in order to be able to report on this, and to enable us to have a full understanding of our workforce.

It is therefore essential for us to have up to date and accurate data in order to comply with these legal requirements.

**Why do you need to check my Date of Birth? You already did this when I was recruited.**

We currently do not hold evidence of your Date of Birth on ESR.

By having your Date of Birth checked and verified now, this means that it will not affect the timely release of your pension in the future. Your date of birth must have been verified in order for your pension to be released.

We need to check your Date of Birth against a valid passport or birth certificate.

**Why is my date of birth not already evidenced on ESR?**

Due to the transfer over from CTP to CPG and the change in payroll provider, dates of birth for staff that are currently employed have not been verified on ESR, even though this would have taken place during your recruitment.

**Why are the ethnic origin categories as they are?**

These are the options available on the ESR system and link to those listed on the new starter forms. These categories are used nationally in relation to census forms and are applicable to most ethnic groups. This is the same for the categories for marital status, relationship to emergency contact, ethnic origin, sexual orientation, religious belief and disability.

**How will the information be collected?**

The information will be collected by one of two methods. Either your manager will issue you with a data verification form, for you to complete and return to them; your manager will also confirm your date of birth. Or you will be required to attend a drop in session to complete a personal information form, if you attend a drop in session you will be asked to bring along a valid passport or birth certificate to confirm your date of birth.

**What evidence will be needed to support the information on the data verification form?**

The form will already be pre-populated with the information that is already held about you on ESR. You will be asked to check, complete and verify this. This information was extracted from ESR on 14th March 2013.

In relation to filling out the data verification form, no evidence is needed to support the information given, unless you have had a change of name through marriage, civil partnership or divorce. If so you will need to fill out the relevant documentation for HR (a PAY 3 form) and provide a copy of your marriage or divorce certificate.

If you are providing a professional registration number which is not already included on ESR or if the date has expired, evidence of your certificate verifying this must be provided showing a valid from and expiry date; this should be shown to a manager.

**What evidence will be needed to support the DOB verification exercise?**

If you are asked to verify your date of birth, you must produce either a birth certificate or a valid passport. These are the only forms of validation that we can accept.

**What if I do not have a valid passport or birth certificate?**

You are advised to obtain one of the documents as they are essential in any organisation to gain employment.

You can obtain a copy of your birth certificate from the home office website at a price of £9.25: <http://www.gro.gov.uk/gro/content/certificates/most_customers_want_to_know.asp>

Alternatively if you were born in Grimsby or the surrounding areas you can obtain a copy from the Registration and celebration services at Cleethorpes Town Hall Telephone Number 01472 326589.

You can obtain a copy of your passport from the home office website:

<https://www.gov.uk/apply-renew-passport>

Alternatively you can apply for a copy at your local post office.

**What if I do not provide the information?**

If you do not provide the information needed to update the ESR system, we will not be able to comply with government reporting requirements with regard to equalities information. We also require this information to give us an accurate picture of the workforce to assist us in future workforce planning.

If you do not have your date of birth verified and you are in the pension scheme this will mean that your pension entitlement will not be calculated or released until you have produced this evidence. It therefore makes sense to undertake this exercise now to prevent any delays in the future.

In addition it is a Legal requirement that you must provide a copy of identification to be held on file for your employer to prove you have the right to work in the UK. By providing a copy of a document that includes your Date of Birth, you are proving your citizenship and verifying your right to work in the UK.

It is hoped that you will appreciate the importance, both to the CPG and to yourself, of providing the necessary identification documents ,confirming your Date of Birth and giving the necessary equalities information.

**How do I know that this information will be kept confidential?**

This information will be given to HR in sealed envelopes and will be treated as confidential at all times or in person at drop in sessions. Once inputted on the ESR system the paper documents will be destroyed and only the staff with the relevant access to payroll will be able to access this information.

**When do I need to provide the information by?**

All forms must be returned to HR by no later than 30th April 2013 or at a drop in session.

**Will this exercise be carried out again in the future?**

The purpose of this exercise is to get the information on the ESR (payroll) system as up to date as it can be. We are amending our recruitment process and all payroll and associated documentation so that anomalies can be avoided in the future. However, there may be a need to carry out further updates in the future for example, if there are changes to legislation on data equality which require us to further update our records.

In addition the ESR system does not currently have fields on the system to hold all of the 9 protected characteristics (as defined in the Equality Act 2010) these protected characteristics include, age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex; sexual orientation. If ESR was to change its categories to include the remaining characteristics an exercise would need to be undertaken to capture the relevant information.

**If I change any of my personal details in the future what do I need to do?**

If there are any changes to your personal details, you must complete a PAY 3 form (available on the intranet), and send this to HR. HR will then update your information on the ESR system. You should also ensure that you inform your own manager so that your personal file can be updated. It is crucial we keep all such information up to date at all times, not only to ensure that you are paid on time, but for your pension and in case an emergency was to occur.

**If I have any queries about this exercise who should I speak to?**

If you have any queries on the exercise, please feel free to contact Annabelle Vallance at annabelle.vallance@nhs.net.

Thank you for your assistance in this exercise.

15th March 2013