

To: Salaries and Wages  
Human Resources  
Pension Contacts

Circular 06/2018  
17 August 2018

At: All Employing Authorities

Dear Colleagues,

### **Email Phishing Alert Data Breaches**

This circular has been issued to raise awareness of phishing emails and to remind Scheme employers of the importance of providing correct member data on a timely basis.

### **Email Phishing Alert**

We have had recent reports from some employers that they have received emails requesting payment or information from a sender impersonating as a NILGOSC employee. For all reported incidents, the incoming NILGOSC email masks the attacker's email address. To verify the sender's email address, move your mouse to hover over [DO NOT CLICK] the email address or link to see the attacker's email address. These are spam emails and should be deleted. You should not open the attachment as it may lead to a document that will download malware.

Here are some other things you can do to prevent becoming a victim of a phishing attack:

- Do not click on links or attachments from senders that you do not recognise or other compressed or executable file types.
- Do not provide sensitive personal information (like usernames and passwords) over email.
- Watch for email senders that use suspicious or misleading domain names.
- Inspect URLs carefully to make sure they're legitimate and not imposter sites.
- Do not try to open any shared document that you're not expecting to receive.
- If you cannot tell if an email is legitimate, please contact you IT department.
- Be especially cautious when opening attachments or clicking links if you receive an email containing a warning banner indicating that it originated from an external source.
- Ensure you have up-to-date anti-virus software and perform regular scans, including those for malware.

Further information is available on the [Action Fraud website](#) and [NI Direct](#).

## **Data Breaches**

We wish to remind you of the importance of providing NILGOSC with timely and accurate member data, for us to be able to fulfil our legal duties. Over the past few months we have had an increase in some employers providing incorrect personal information, namely member addresses on our LGS forms but specifically on the new member template spreadsheet (SS1). This has meant that NILGOSC has issued new member packs to the wrong addresses therefore constituting a data protection breach.

As with any breach, NILGOSC has a duty to assess and report any material significant breaches in law to The Pensions Regulator.

In 2015, The Pensions Regulator issued its Code of Practice No.14. While much of the practice is directed at Scheme Managers or Pension Boards there are legal requirements and responsibilities placed on Scheme employers. In particular, paragraph 242 of the Code states '*Employers are subject to the reporting requirement for public service pension schemes. Any participating employer who becomes aware of a breach should consider their statutory duty to report, regardless of whether the breach related to, or affects, members who are its employees or those of other employers*'.

The full code of Practice can be obtained from the Pensions Regulator's [website](#).

If you have any questions regarding the content of this Circular, please contact either myself, Jenna Fisher or any member of the Pensions Development Team.

Yours sincerely



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