

DPER Single Scheme Databank Local Databank Coordinator Form

Purpose of this form

This form should be completed by the individual who has been designated by the head of their organisation as the Local Databank Coordinator for the DPER Single Pension Scheme Databank. In completing this form, the Local Databank Coordinator acknowledges the responsibilities of the organisation concerned and the requirement to submit high quality data to the Databank.

1. User Declaration

TO BE COMPLETED BY LOCAL DATABANK COORDINATOR

I acknowledge that I have been nominated as the Local Databank Coordinator for my organisation. I note that my organisation has confirmed that I am to be granted Level 2 system privileges for the Databank.

As my organisation's Local Databank Coordinator, and in being granted access to the DPER Single Pension Scheme Databank, I note and understand my responsibilities to:

- act as the primary operational contact for Department of Public Expenditure and Reform
- act as a conduit for queries between my organisation and the Department of Public Expenditure and Reform.
- safeguard members' personal data under Data Protection legislation, including the requirement not to share their log-in details for their Single Scheme Databank account with anyone
- ensure that quality assurance checks have been completed on data to ensure it is accurate and of high quality prior to submission

User Details

First Name(s): Barbara

Surname: Mackey

Work Direct Dial: 061 229325

Work Mobile (if applicable): 089 7023817

Work Email Address*: mackey@ocrescentsj.com

(*The email address must be an official **work** email address and **cannot** be a generic email address e.g. hr@abc.ie)

In the event of my extended absence, I note the relevant Head of Function in my organisation may nominate a Deputy Local Databank Coordinator to act in my place.

I confirm that the IP address* for the work computer I usually use is: 87.42.205.21

(*You can check your IP address by opening your internet browser on your work computer while connected to your work IT network and typing in "what is my IP address" as a search term. If you are unsure, please contact your IT Department)

Signature of user: Barbara

Date: 02/04/2016

2. Head of Function Declaration
TO BE COMPLETED BY HEAD OF FUNCTION

As the authorised signatory for my organisation and in approving Level 2 access for this user to the DPER Single Scheme Databank as Local Databank Coordinator for my organisation, I confirm that I have informed this user of their responsibilities:

- to safeguard members' personal data under Data Protection legislation, including the requirement not to share their log-in details for their Single Scheme Databank account with anyone;
- to ensure that quality assurance checks have been completed on data to ensure it is accurate and of high quality prior to submission.

I acknowledge that the access permissions granted to this individual will stay in place until revoked in writing by me.

I note that it is my responsibility to promptly email singleschemequeries@per.gov.ie if the above individual changes role or ceases employment.

Signature of Head of Function:	<u>Diarmaid Mullen</u>
Name of Head of Function:	<u>Principal</u>
Name of Relevant Authority:	<u>Crescent College Comprehensive</u>
Date:	<u>08 / 04 2021</u>

Please scan and email completed form to
singleschemequeries@per.gov.ie

DPER Single Scheme Databank Head of Function Databank Onboarding Form

Purpose of this form

This form should be completed by the Head of Function with assigned management responsibility to oversee the onboarding of an organisation to the DPER Single Scheme Databank. In completing this form, the Head of Function acknowledges the key role they have in ensuring the successful uploading of their organisation to the Databank, their responsibilities for the operation of their own Databank user account and allows for the nomination of a deputy to act in their extended absence.

SECTION A – Databank Onboarding Confirmation

(TO BE COMPLETED BY HEAD OF FUNCTION)

I note that the head of my organisation has designated me as the appropriate Head of Function with assigned responsibility to:

- oversee and manage the successful onboarding of my organisation to the Databank within specified timelines;
- ensure that robust quality assurance checks are undertaken on all data prior to submission to the Databank and to make appropriate certifications to the Department of Public Expenditure and Reform when requested;
- ensure that the DPER Single Scheme Databank Privacy Notice is made available to all Single Scheme members within my organisation;
- authorise the appropriate set-up of Databank users within my organisation including all associated user account permissions;
- nominate a Deputy Head of Function to act on my behalf in relation to Databank approvals in the event of my extended absence.

On behalf of my organisation, I confirm that:

- at least 3 years of Single Scheme files have been prepared for submission to the Databank;
- robust quality assurance checks have been completed on all files to ensure that the files are accurate and of high quality ahead of submission to the Databank;
- the published DPER Databank Privacy Notice has been brought to the attention of Single Scheme members.

SECTION B – Access to Single Scheme Databank

(TO BE COMPLETED BY HEAD OF FUNCTION)

I note that the head of my organisation has confirmed that I be provided with appropriate access to the Single Scheme Databank. I note that DPER shall set-up a unique user account for me to access the Databank application using my work email address.

I confirm that the IP address* for the work computer I usually use is: 192.200.4860.7.1416.FD
*(*You can check your IP address by opening your internet browser on your work computer while connected to your work IT network and typing in "what is my IP address" as a search term. If you are unsure, please contact your IT Department)*

I understand and acknowledge that in being granted access to the Single Scheme Databank, I have personal responsibility to safeguard members' personal data under Data Protection legislation, including the requirement not to share my unique log-in details for my Databank account with anyone.

SECTION C – Deputy Head of Function Nominee

(TO BE COMPLETED BY HEAD OF FUNCTION AND NOMINEE)

In the event of my extended absence, I authorise the following colleague to act as Deputy Head of Function. I note that this colleague will be authorised to approve any requests for Databank accounts to be created or modified for users in my absence.

I note that should I designate the Local Databank Coordinator to act as Deputy Head of Function, the Local Databank Coordinator will not be permitted to authorise any changes to their own Databank account.

Details of Deputy Head of Function Nominee

First Name: Gráinne

Surname: Delaney

Work Direct Dial: 061 229655

Work Mobile (if applicable): 087 7784138

Work Email Address*: delaneyg@crescentsj.com

(* The email address must be an official work email address and cannot be a generic email address e.g. pensions@abc.ie)

TO BE COMPLETED BY DEPUTY HEAD OF FUNCTION
Signature of Deputy Head of Function: Gráinne Delaney

Signature

TO BE COMPLETED BY HEAD OF FUNCTION
Signature of Head of Function: Diarmuid Muccin
Name of Head of Function: Diarmuid Muccin
Name of Organisation: Crescent College Complex
Date: 08/04/2026

Please scan and email your completed form to
singleschemequeries@per.gov.ie