

The Ultimate Pensions Dashboards Data Readiness Checklist

Your checklist for everything you need to do to be 'Dashboards Ready'.

Understand the personal data you will receive from the digital architecture to help you match members to their pensions

Each scheme can have separate matching rules, but an example data matching convention is shown below:

- National Insurance Number (Full or First 8)
- Date of Birth
- Surname

Additional fields can be used to improve your matching results where data is out of date, inaccurate or an NI Number hasn't been provided:

- Alternate Surname
- Alternate Postcode
- Mobile Number
- Email Address
- Forename

Ensure all the member data you hold is digitally accessible

If you currently hold paper records, you'll need to digitise those to link up with your pension administration platform and the dashboards eco-

Conduct an audit, or use a third-party data expert to conduct an audit of the quality of member data you currently possess*

A data-audit should be thorough and ensure it checks, cleanses and appends the following data:

- Date of Birth
- Surname
- Forename
- Address (including postcode)
- Mobile Number
- Email Address
- Living as Stated

*Available in our Dashboards Readiness Report

Regular screening is essential, once connected to the dashboards, you're always connected!

PDP Data Standards: <https://www.pensionsdashboardsprogramme.org.uk/standards/data-standards/>

After receiving the results of your members data audit, take necessary remedial action for correct member data

When you have a complete view of your data and understand what needs to be updated, the next step is actioning this. You may be able to automate this task with your pension administration platform, or alternatively provide the data in a specific format – such as CSV – to interface

Create reporting infrastructure that will provide you with a snapshot of data health and help you plan for ongoing data validation and audit*

Data decays over time so it's important to keep on top of it, ensuring you're continually reviewing the health of your records. This is another area where your pension dashboards partner can add value, providing you access to readily available reports on your data such as data accuracy, missing scheme data and membership breakdown.

Remember, once you're connected to dashboards, you'll always be connected. Ensure your data is always dashboards ready'.

Understand what data you will need to return to members and by when

*Available in our Dashboards Readiness Report

You will need to provide pensions arrangement data, administrator data, employer data, value data and signpost data.

For more information and guidance on matching visit PASA:

<https://www.pasa-uk.com/guidance-2/>

Consider how you will calculate the value data so that it is provided in line with dashboard requirements – calculated in line with AS TM1 or scheme rules, and sufficiently recent

Speak to your pension administration partner to find out how they will support you to do this.

Heywood offer this as part of our consultancy services, and this will be done as part of our core ISP offering.

Get a FREE Dashboards Readiness Report