

Reference No: Nil; **Date:** 31/07/97

31/07/1997 LP:- Deduction at source schemes

A Chara,

I am directed by the Minister for Finance to say that, in order to ensure compliance in the civil service with data protection principles and to ensure fairness, transparency and consistency across the civil service, he wishes the following guidelines in relation to the administration of deduction-at-source facilities and notification of services provided by third parties to be observed. The Office of the Data Protection Commissioner has been consulted on these guidelines.

Promulgation of information on deduction at source facilities and notification of third party services Literature in the form of pamphlets, leaflets, etc., produced by a service provider about any service associated with a deduction scheme. or advertising a service independently of a deduction facility, addressed to individual employees by name, should never be distributed on behalf of the providers of the service, nor should the service provider be permitted to use personal data or to have personal data disclosed to them, in order to circulate such literature themselves. This applies also to annual reminders, etc., which also typically take the form of leaflets and brochures. Where a Department/Office has agreed to make a deduction-at-source facility available, staff should be notified of the availability of the service on plain or departmental headed paper or through appropriate internal electronic communications. A model staff notice is at the appendix. If it is proposed to deviate substantially from this model, the Department of Finance should be consulted.

The circulation of advertising literature which is not personally addressed to each employee or the provision of literature at strategic locations (e.g., at notice-boards) where employees could take copies is permissible.

I am also to say that requests by BUPA for group deduction at source facilities should be facilitated on the same basis as the long standing arrangements in respect of the VHI group scheme.

P. Byrne
Principal