

Instructions on securely handling FAS scheme and member data on data pens

Responsibility for data security

You are responsible for the personal data of your members until we receive it. If you choose to disregard these requirements for secure delivery and data protection, you will increase the risk that the data could be misused by third parties should the S1 be lost or go astray.

Failing to put in place suitable delivery protection means you run the risk that personal data could be lost or misused.

Password protection and receipt of the data pen

The encrypted data pen you receive from the FAS Operational Unit (FASOU) is password protected.

As an additional security measure we are introducing the requirement to ensure all files copied onto the data pen (either by FASOU or you) must be encrypted using Winzip version 12.1 or higher.

Therefore, if a pre populated S1 has been added to your pen by FASOU, the S1 will also be Winzip protected.

On receipt of the data pen, you must continue to contact your Customer Account Manager (CAM)/Transition Analyst (TA) for the password(s) before you can load the data pen.

Once the pen is loaded, copy any files on the pen to your computer as normal.

Once the files have been moved to your computer, if prompted when accessing the file, enter the Winzip password supplied to you by your CAM/TA.

As soon as you are content that you have successfully loaded the S1 file onto your computer, please delete all of the data from the pen and store the pen securely when it is not in use.

Preparing the pen with the completed S1 files

Once you have completed your work on the S1, you will need to Winzip the S1 file before loading onto your data pen for transportation to the FASOU.

When Winzipping the file, you must select 256-Bit AES as the Encryption Method.

You should choose a new, strong password for the Winzip protection which is at least 12 characters long. The password should contain a mixture of numbers, letters, and non-alphabetic characters, should be different to the password(s) provided by FASOU and should not be easily guessed. For example Password1! should not be used, but E4-IW845vf@7 would be much better to use.

Once the S1 has been Winzip protected on your computer, you can load the S1 back onto your data pen.

Packaging the completed data pen

The pen should be transported in secure, tamper proof packaging. We recommend you place the data pen in an unmarked envelope which is then placed in a polylope.

Returning the data pen to the FAS Operational Unit

The completed S1 should be returned using a fully tracked secure courier service (such as TNT whom the FASOU uses, or an equivalent type provider). This will ensure the package is recorded and tracked in transit and must be signed for on receipt.

Please ensure the package is clearly addressed to your CAM/TA and sent to:
FAS Operational Unit, Unit 1, Triune Court, Monks Cross, York. YO32 9GZ

When returning the S1 to the FASOU you must contact your CAM/TA to let them know the S1 has been sent, the date it was returned and the Winzip password applied.

You will be contacted to confirm receipt of the pen and to obtain any necessary passwords.

If you pass the encrypted data pen to someone else you must ensure they are aware of our process for the transmission of member data and you must provide them with a copy of these instructions. You must also provide us with their name, address and telephone number.