# National Fraud Initiative
# in Northern Ireland 2018-19

## Instructions

# Contents

# Introduction

1.  The Comptroller and Auditor General for Northern Ireland (C&AG), head of the Northern Ireland Audit Office (NIAO), has statutory powers to conduct data matching exercises for the purpose of assisting in the prevention and detection of fraud. The powers are contained in the Serious Crime Act 2007, which adds Articles 4A to 4H to the Audit and Accountability (Northern Ireland) Order 2003.

2.  The Serious Crime Act imposes a regulatory regime alongside existing fair processing and other compliance requirements of data protection legislation. Any person or body conducting or participating in the C&AG's data matching exercises must by law, have regard to a statutory Code of Data Matching Practice.

3.  Data matching involves comparing sets of data, such as the payroll or benefits records of a body, against other records held by the same or another body to see how far they match.  This allows potentially fraudulent claims and payments to be identified.

4.  The next data matching exercise under the C&AG's powers will be undertaken in 2018-19, as part of the National Fraud Initiative (NFI).  As in previous NFI exercises, the Cabinet Office will carry out the key aspects of the exercise on behalf of the C&AG, including the collection and processing of data.

5.  The data obtained for the 2018-19 exercise will be matched on a cross jurisdictional basis across the UK.

## Distribution of Matches

6.  Once the data matching process is completed, the output will be available to participating organisations, for consideration and investigation, via the secure NFI software. Responsibility for investigating matches will rest with the participating organisations.  **Organisations are not expected to investigate all matches but should use a risk-based approach to decide on how many, and which, matches to investigate.**

7.  The data matching output provided by the Cabinet Office indicates the priority reports and priority data matches within each report.  It is important to note that the matches do not necessarily indicate fraud but they highlight an inconsistency which may be worthy of further investigation.

## Audit

8.  The C&AG and local government auditors will use the output from the NFI exercise to help them assess the arrangements that the bodies they audit have in place to prevent and detect fraud.

9.  Information on the role of the C&AG and the local government auditors is at www.niauditoffice.gov.uk.

# Statutory framework

10.   The C&AG conducts data matching exercises under his statutory powers in the Audit and Accountability (Northern Ireland) Order 2003.

11.   The legislation requires the C&AG to prepare a code of practice to govern his data matching exercises, and to consult over it before approving and laying it before the Assembly. The Code was finalised, published, and laid before the Northern Ireland Assembly on 25 July 2008.  An updated Code is currently being prepared to take account of the transfer of the NFI to the Cabinet Office and the provisions of the General Data Protection Regulation (GDPR) introduced in May 2018.

12.   Under the legislation, the C&AG may carry out data matching exercises for the purpose of assisting in the prevention and detection of fraud, as part of an audit or otherwise. The C&AG may require certain bodies to provide data for a data matching exercise. These are bodies whose accounts are required to be audited by:

- the C&AG, other than any body whose accounts are required to be audited by virtue of section 55 of the Northern Ireland Act 1998, which includes North/South Implementation bodies audited jointly by the C&AG and the Irish Comptroller and Auditor General; and
- a local government auditor.

Therefore central government bodies (that is Northern Ireland departments, executive agencies, police and justice bodies, non-departmental public bodies and health and social care bodies) and local government bodies (district councils) must participate if required.

13.   Other bodies may participate in the data matching exercises on a voluntary basis where the C&AG considers it appropriate. The requirements of data protection legislation and the GDPR will apply.

14.   The C&AG may disclose the results of a data matching exercise to bodies that have provided the data.  He may also disclose both data provided for data matching and the results of data matching to the Cabinet Office, the Auditor General for Wales, the Auditor General for Scotland, the Accounts Commission for Scotland and Audit Scotland, for the purposes of preventing and detecting fraud.  This is an important aspect of the legislation as it enables cross jurisdictional data matching.

15.   The processing of data by the C&AG in a data matching exercise is carried out with statutory authority. It does not require the consent of the individuals concerned to satisfy data protection legislation.

# Privacy Notices

16.    Under data protection legislation and the GDPR, NFI participants must tell individuals that their data will be processed.  This information is provided by way of a Privacy Notice.

17.    Participants should, as far as is practicable and unless an exemption from the fair processing requirement applies, provide or make readily available, privacy notices to the individuals about whom they are sharing information. The privacy notice should:
- clearly explain that their data may be disclosed for the purpose of preventing and detecting fraud;
- include details of the legal basis on which the data controller relies for the processing;
- in accordance with the Information Commissioner's guidance, specify with whom the data will be shared; and
- contain details of how individuals can find out more information about the processing in question.

18.    For more information on privacy notices, participants should refer to the Information Commissioner's guidance at https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control , updated from time to time.

19.    The Comptroller and Auditor General's full text privacy notice is available on the NIAO's website at https://www.niauditoffice.gov.uk/national-fraud-initative .  It includes an explanation of the legal basis for the C&AG's data matching exercises.

20.    The Key Contact for each participating organisation must submit a declaration via the secure NFI web application confirming that they have complied with Privacy Notice requirements.

# Contact nominations and responsibilities

## Senior Responsible Officer role

21.    The director of finance, or equivalent senior named officer, will act as '**Senior Responsible Officer**' (SRO) for the NFI.  The SRO is responsible for ensuring the participating organisation meets its statutory requirements.  The SRO should:

- nominate a **Key Contact**;
- ensure the Key Contact has access to the matches via the secure NFI web application when they become available; and
- ensure that the Key Contact fulfils all privacy notice requirements.

## Key Contact role

22.    The Key Contact is responsible for:

- fulfilling the organisation's privacy notice requirements. The Key Contact should be in direct communication with their organisation's data protection officer or equivalent;
- ensuring that the data formats guidance and data specifications are adhered to;
- nominating appropriate users to upload data submissions, investigate the matches and act as point of contact for other bodies about a match (preferred dataset contact);
- co-ordinating and monitoring the overall exercise; and
- ensuring that outcomes from the investigation of matches are recorded on the web application promptly and accurately.

23.    In small organisations, one person may fulfil the Key Contact, data submission, dataset contact and investigation roles.

## Data submission role

24.    The user responsible for the submission of the data should ensure that data:
- meets the specifications (see Appendix 1);
- contains a header row;
- is in the correct format (see Appendix 3);
- is submitted via the data file upload (DFU) facility; and
- is submitted by the required deadline (see Table 2 at paragraph 29).

## Investigation role

25.    The Key Contact will set up a user or number of users with access to the NFI web application so that they can review and investigate the matches.  The users may also be responsible for responding to enquiries from other matched bodies if the Key Contact delegates this role.

26. Once the data-matching process for each exercise is completed, the output will be available to the relevant participating body via the secure NFI web application.  Participating bodies are then responsible for reviewing and investigating matches as appropriate.

27. The secure NFI web application contains embedded guidance with the data matching output.  It is essential that users follow this guidance as it helps with prioritising reports and the matches within them.

# Data requirements

28.   The data requirements for the 2018-19 data matching exercise are set out in Table 1, with the corresponding data specifications set out in Appendix 1. Points to note are:

- The requirements of the Code of Data Matching Practice of the Comptroller and Auditor General for Northern Ireland in relation to privacy notices should be adhered to. In addition, see paragraphs 16 to 19 above. Liaise with your own Data Protection Officer if you require any clarification.

- The Data Submission section (see paragraph 30) provides details on how to upload data securely. This is the only acceptable method.

- For bodies whose payroll is administered through HR Connect, each individual body must request from Fujitsu (which operates HR Connect) a file of data in line with the payroll data specification. Bodies will then upload their payroll dataset directly to the Cabinet Office.

- For bodies whose creditors are administered through Account NI, each individual body must request from Account NI a file of data in line with the creditors' data specifications (standing data and payments history). Bodies will then upload their creditors' datasets directly to the Cabinet Office.

- In cases where a provider submits data (e.g. payroll) direct to the Cabinet Office on behalf of a body, it is the body's responsibility to ensure that the provider receives full and timely instructions about this requirement and that employees are notified in line with the fair processing requirements.

- Experience from previous NFI exercises has shown that Trade Creditors standing data and payments history are complicated specifications so extreme care should be taken when extracting this data, otherwise the quality of the output can be severely affected.

**Table 1: Data requirements 2018-19**

| Mandatory Participants | Datasets Required |
|---|---|
| **All** mandatory participants (see Appendix 4) | • Payroll<br>• Trade creditors' payment history<br>• Trade creditors' standing data<br>• Pensions (**through relevant pension paying authority**)[1] |
| **The following bodies must also submit these additional datasets:** | |
| Northern Ireland Housing Executive | • Housing benefit claimants<br>• Housing tenants<br>• Right to Buy<br>• Social housing waiting list |
| Department of Finance | • Housing benefit claimants<br>• Rates<br>• Lone Pensioner Allowance (LPA) data<br>• Electoral register |
| Belfast Health & Social Care Trust<br>Northern Health & Social Care Trust<br>South Eastern Health & Social Care Trust<br>Southern Health & Social Care Trust<br>Western Health & Social Care Trust | • Private supported care home residents |
| Department for Infrastructure | • Blue badges<br>• Taxi driver licences |
| Department for Communities | • State pension (to facilitate LPA data match) |
| **Voluntary Participants** | **Datasets Required** |
| Choice Housing | • Housing tenants (inc. right to buy)<br>• Payroll (TBC)<br>• Trade creditors' payment history (TBC)<br>• Trade creditors' standing data (TBC) |
| Northern Ireland Audit Office | • Payroll<br>• Trade creditors' payment history<br>• Trade creditors' standing data |
| NI Water | • Payroll<br>• Trade creditors' payment history<br>• Trade creditors' standing data |
| Translink | • Payroll<br>• Concessionary travel passes<br>• Small pension fund |
| Victims and Survivors Service | • Payroll<br>• Trade creditors' payment history<br>• Trade creditors' standing data |

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[1] NI Civil Service Pensions, NI Local Government Officers' Superannuation Committee, Teachers' Pensions, Health Pensions, NI Fire and Rescue Pensions and Assembly Pensions

# Timetable

29.    The timetable, from collection of data through to distribution of matches, is set out in Table 2.

**Table 2: 2018-19 timetable**

| Activity | Who | How | Timing |
|---|---|---|---|
| Confirm contact details for the 2018-19 exercise | Senior Responsible Officer / Key Contact | Changes should be notified via email, as and when they arise, to: nficoordinator@niauditoffice.gov.uk and helpdesk@nfi.gov.uk | Updating of contact details is a continuous process.  Changes should be notified as and when they arise. |
| 2018-19 web application becomes available | NFI Team (Cabinet Office) | The link to the web application is https://www.nfi.gov.uk/ . | Web application for 2018-19 will be available from early August 2018. |
| Issue NFI Instructions to bodies participating in NFI 2018-19 | NFI Team (NIAO) | Instructions, including final data specifications, will be emailed to the Senior Responsible Officer in all participating organisations.<br>A copy will be on the NIAO website at https://www.niauditoffice.gov.uk/national-fraud-initative . | By 6th July 2018 |
| Check the list of expected data sets | NFI Key Contact | Log in to the 2018-2019 web application and check the list of expected datasets is accurate for your particular organisation (select Data File Upload (DFU) from the home page). | Available via the web application from early August 2018. |
| Confirm who the web application users will be | NFI Key Contact | Key Contacts should ensure the person(s) responsible for uploading data has a user account on the web application. Users responsible for reviewing matches can also access the online training modules in preparation for the 31 January 2019 release. | Key Contacts can do this from early August 2018. |
| Privacy notice compliance returns are completed online | NFI Key Contact | Submissions should be made via the secure NFI web application. | By 28th September 2018 |
| Extract data from the participant systems in accordance with the data specifications | NFI Key Contact / User (data upload) | There is a separate data specification for each data set collected - see Appendix 1. | Between Monday 1st October and Monday 8th October 2018 |

| Activity | Who | How | Timing |
|---|---|---|---|
| Upload live data to the NFI web application | NFI Key Contact / User (data upload) | Data for the 2018-19 NFI exercise must be uploaded through the web application via the 'Data file upload' function. | From Monday 8<sup>th</sup> October 2018*<br><br>**Note:** different dates will apply for rates, LPA and state pension, to be advised separately. |
| 2018-19 matches available | NFI Team (Cabinet Office) | An email link will be sent to Senior Responsible Officers and Key Contacts, informing them that the matches are available. | From 31<sup>st</sup> January 2019 |

\* A series of reminders will be issued from 15<sup>th</sup> October 2018. Failure to submit all your data promptly may result in the exclusion of some datasets from the matching process for the results release at the end of January 2019.

# Submission of data

30.  Before data is extracted (downloaded) from local systems in preparation for upload to the Cabinet Office, it is essential that the guidance on data upload to the NFI secure website is taken into account:

   - data upload instructions (Appendix 2); and
   - data format (Appendix 3).

31.  If you require any further guidance on how to extract, upload or submit data please contact the NFI Data Centre (Synectics Solutions Ltd) via email helpdesk@nfi.gov.uk  or call 0845 345 8019.

32.  To upload the data, log into the secure NFI web application (https://www.nfi.gov.uk/ ) and select the Data File Upload option from the home page. The secure application features 256 bit Secure Sockets Layer encryption and enables data files to be password protected.  Before downloading data from your system, please refer to Appendix 2.

33.  **Data should be submitted using the Data File Upload (DFU) facility within the NFI secure website.  This is now the only acceptable method to supply NFI data. If any other method of submission is used, our policy will be to inform the Director of Finance that data has been put at unnecessary risk**.

## Password protection

34.  As part of our ongoing commitment to keep your data secure, in line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems. If required, refer to the guidance on the Cabinet Office website at https://www.gov.uk/guidance/uploading-data-to-national-fraud-initiative .

35.  The document *Protect Yourself Online* (available on the Cabinet Office website at the above link) provides guidance on using the NFI secure web application.

36.  If you require any further guidance on extracting data from your system or submitting data, contact the NFI Data Centre (Synectics Solutions Ltd) via email helpdesk@nfi.gov.uk  or call 0845 345 8019.

# Making the process more efficient

## Online interactive training

37.     Short online training videos, which provide guidance on how to use the software, are available to participants via the secure NFI web application (from the home page, select "Help" then "Training"). These are particularly useful to those new to the NFI.  Each user should view the appropriate training modules before accessing the matches and commencing any review.

## Other measures that can be taken locally

38.     The Senior Responsible Officer and Key Contact can take measures to make the NFI process more efficient.  These include:

- ensuring all contact details are up to date;
- ensuring all users access the relevant training videos via the secure NFI web application;
- reviewing the data quality reports from the previous exercise to identify any improvements that can be made for the next data submission (these reports will be accessible from the home page of the secure NFI web application);
- making sure that appropriate staff review all data extraction guidance documents prior to submission of data;
- planning in advance what investigative resources are needed, based on local expertise and knowledge, so the matches can be dealt with promptly. For example, trade creditor duplicate matches are perhaps best dealt with by a nominated person in either Internal Audit or Accounts Payable; and
- making use of the filtering and sort facilities within the NFI application.

# Communications

39.   The Cabinet Office and the NIAO are committed to ensuring the NFI is effective.  We will continue to work closely with key contacts and others to provide regular and timely information to all parties involved in the investigation process. The NFI communication plan includes:

- access to NFI related reference material on the Cabinet Office's NFI web page (www.gov.uk/government/collections/national-fraud-initiative) and the NIAO web page (https://www.niauditoffice.gov.uk/national-fraud-initative );

- important messages to be placed within the NFI software on the Message Board of the new Home page;

- NFI general support from the Cabinet Office via nfiqueries@cabinetoffice.gov.uk ;

- NFI technical support on 0845 345 8019 or via helpdesk@nfi.gov.uk ; and

- general enquiries about the NFI in Northern Ireland should be addressed in the first instance to the NFI Co-ordinator, Valerie Evans, on 028 9025 1062, or email nficoordinator@niauditoffice.gov.uk

# Appendix 1 – The Data Specifications

1. There is a separate data specification for each dataset type collected for the NFI. To find out what data you must supply, refer to Table 1 at page 11 of these Instructions.

2. The data specifications are reviewed prior to each NFI exercise and a summary of changes for the 2018-19 exercise is set out in the table below. Changes to the fields required in the data specifications have been kept to a minimum, to ensure consistency between exercises.  However, some changes have been necessary to improve the matching process and the quality of matches passed back for review. A number of changes simply relate to additional guidance.

| Data specification | Summary of changes from 2016-17 specification |
|---|---|
| Payroll (see page 19) | • Minor wording changes |
| Pensions (see page 21) | • Minor wording changes |
| Trade Creditors Standing Data (see page 23) | • No change |
| Trade Creditor Payments History (see page 25) | • Change of date range<br>• Minor wording changes |
| Housing Benefit (see page 27) | • No change |
| Housing Tenants (see page 29) | • Change of date parameters for former tenants |
| Housing Waiting List (see page 31) | • No change |
| Private Supported Care Home Residents (see page 32) | • Changed to clarify that data upload should include only those current care home residents for whom the Trust is paying all, or part of, the care. |
| Transport Passes and Permits (see page 33) | • Changed to reflect that only adult data is required |
| Licences – Taxi Drivers (see page 35) | • No change |
| Rates (see page 36) | • No change |
| Lone Pensioner Allowance (see page 37) | • No change |
| Electoral Register (see page 38) | • No change |

## Format

3.    Before extracting the data, you should refer to the data format guidance at Appendix 3 and also take into consideration the comments in the data specifications associated with each field.

## Submission

4.    You must use the data file upload (DFU) facility within the secure NFI web application to submit data direct from local computers.  This connection provides 256 bit Secure Sockets Layer encryption and enables password protection. Before uploading data you should refer to the data upload instructions at Appendix 2 and data format guidance at Appendix 3.

5.    **The secure electronic upload facility is now the only acceptable method of data submission for NFI data. If any other method of submission is used, our policy will be to inform Directors of Finance that data has been put at unnecessary risk.**

6.    If you require any further guidance on extracting, uploading or submitting data, contact the NFI Data Centre (Synectics Solutions Ltd) via email at helpdesk@nfi.gov.uk or call 0845 345 8019.

7.    Data should be provided in accordance with the timetable at Table 2 on pages 12 and 13 of these Instructions.

# Payroll

**To find out who should supply payroll data, please refer to Table 1 on page 11 of these Instructions.**

**Requirements:**

- Data submitted should meet this data specification, i.e. include all field names.

- Data should only be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

- All payrolls (for example, monthly, weekly, and quarterly, members/councillors, schools and teachers) should be provided. However, data should not be provided in respect of payrolls processed for other organisations on an agency basis unless:
    - this has been authorised by the organisation;
    - the organisation has confirmed that Privacy Notices have been issued; and
    - the organisation's participation has been agreed by the C&AG.

- Ensure a single file for each organisation is uploaded.

- Ensure that there is only a **single** record for each employee i.e. details for individual employees with more than one post should be merged into one record. For example, for employees with multiple posts, 'Gross pay to date' and 'Standard hours per week' for each post should be added together to give aggregated totals for those two fields. Other fields such as 'Date started', 'Sort code' and 'Bank account' should be provided from the main (highest earnings) post.

- Include **current** employees only.

| Field name | Data format | Comments |
|---|---|---|
| Employee reference number | Character | |
| Employee post number | Character | Leave blank if not applicable, but do not omit this field |
| Department | Character | Provide the Department where the employee works, for example, Social Services, Education. If this field contains a code, please provide a lookup table. |
| Title | Character | |
| Gender | Character | |
| Surname | Character | |
| Forename(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred. |
| Middle name(s) or middle initials(s) | Character | |

| Field name | Data format | Comments |
|---|---|---|
| Address line 1 | Character | |
| Address line 2 | Character | |
| Address line 3 | Character | |
| Address line 4 | Character | |
| Post code | Character | |
| Unique Property Reference Number (UPRN) | Character | This new filed should significantly improve address matching |
| Date of birth | Date | |
| Home telephone number[1] | Character | These fields should be provided if normally held (see Note 1 below). If you do not hold this information, there is no requirement to collect it specifically for the NFI and these fields should be left blank. |
| Mobile telephone number[1] | Character | |
| Email address[1] | Character | |
| Passport number[1] | Character | |
| Date started | Date | |
| Date left | Date | Included as an independent check that only current employees are included. |
| Leaver indicator | Character | Included as an independent check that only current employees are included. |
| National insurance number | Character | |
| Full-time/part-time flag | Character | Insert 'F' for full time (employed for more than 30 hours per week), 'P' for part time (less than 30 hours a week) or 'C' for casual/as and when employees. |
| Gross pay to date | Numeric | This should be gross pay to date, NOT taxable pay to date, for the 2018-19 financial year, at the date of extract (i.e. 1st April 2018 to 30th September 2018). Do not submit a record if this field is zero. |
| Standard hours per week | Numeric | e.g. 16 hours as 1600. |
| Date last paid | Date | |
| Teacher flag | Character | Insert 'T' for a teacher. |
| Sort code[1] | Character | 6 numeric characters in groups of 2 which may be separated by hyphens, e.g. 20-45-23. |
| Bank account[1] | Character | Usually 8 numeric characters. |
| Building society roll number [1] | Character | Building societies have a roll number or reference, which indicates the individual account to which payments are disbursed, after being paid into a single holding account. This should be blank for normal bank accounts. |

[1] These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.

# Pensions (including occupational pensions, pension gratuities and deferred pensions)

**Pensions data will be submitted by the six pension paying authorities - see footnote 1 at page 11 of these Instructions.**

**Requirements:**

- Data submitted should meet this data specification, i.e. include all field names.

- Data should only be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data.  If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

- Where data is being submitted for pension widows, you should ensure the widows name, DOB and NI Number is submitted and not that of the original pensioner.

- To ensure that the submission of data using the DFU facility is as straightforward as possible, data should now be uploaded in three separate files:

    1   Current pensioners, i.e. those currently in receipt of a pension;

    2   Pensioners currently in receipt of a pension gratuity (if applicable); and

    3   Deferred pensioners not currently in payment (optional). Please note any pensions currently in payment should be included in file 1 'Current pensioners'.

| Field name | Data format | Comments | Fields required | | |
|---|---|---|---|---|---|
| | | | 1 | 2 | 3 |
| Employee reference number | Character | | ✓ | ✓ | ✓ |
| Employee post number | Character | Leave blank if not applicable, but do not omit this field | ✓ | ✓ | ✓ |
| Title | Character | | ✓ | ✓ | ✓ |
| Gender | Character | | ✓ | ✓ | ✓ |
| Surname | Character | | ✓ | ✓ | ✓ |
| Forename(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred. | ✓ | ✓ | ✓ |
| Middle name(s) or middle initial(s) | Character | | ✓ | ✓ | ✓ |
| Address line 1 | Character | | ✓ | ✓ | ✓ |
| Address line 2 | Character | | ✓ | ✓ | ✓ |
| Address line 3 | Character | | ✓ | ✓ | ✓ |
| Address line 4 | Character | | ✓ | ✓ | ✓ |
| Post code | Character | | ✓ | ✓ | ✓ |
| Unique Property Reference Number (UPRN) | Character | | ✓ | ✓ | ✓ |

| Field name | Data format | Comments | Fields required | | |
|---|---|---|---|---|---|
| | | | 1 | 2 | 3 |
| Date of birth | Date | | ✓ | ✓ | ✓ |
| Date started pension | Date | | ✓ | ✓ | ✓¹ |
| Date employment ended | Date | Included as an independent check that only pensioners are included. | ✓ | ✓ | ✓ |
| Leaver indicator | Character | | ✓ | ✓ | ✓ |
| Pensioner's widow indicator | Character | Enter 'W' for pension widows and ensure the widow's name, DOB and NI Number is submitted, rather that of the original pensioner. | ✓ | | |
| National insurance number | Character | | ✓ | ✓ | ✓ |
| Gross pension to date | Numeric | This should be gross pension to date, <u>NOT</u> taxable pension to date. Do not submit a record if this field is zero. | ✓ | ✓ | |
| Date last paid | Date | | ✓ | ✓ | |
| Injury pension flag | Character | **Police and Fire pensions only.** Include a 'Y' in this field if the pensioner is in receipt of an enhanced pension due to injuries suffered at work. | ✓ | | |
| Ill health retirement flag | Character | Include a 'Y' in this field if the pensioner retired on ill health grounds. This will assist with pension abatement matches. | ✓ | | |

¹ Included as an independent check that only deferred pensions are included

# Trade creditors standing data

**To find out who should provide trade creditors standing data, please refer to Table 1 at page 11 of these Instructions.**

**Requirements:**

- Data submitted should meet this data specification, i.e. include all field names.

- Data should only be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data.  If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

- Standing data should be current at the date of extraction and should exclude dormant or suspended creditors.

| Field name | Data format | Comments |
|---|---|---|
| Creditor reference | Character | This is the unique identifier for an individual creditor. This can be in the form of a numeric or alpha numeric string. |
| Site ID | Character | If Creditors have more than one address, there should be a different record for each, but separately identifiable via this **Site ID** [1] |
| Creditor name | Character | |
| Address 1 | Character | If the address is held in a single field, use the Address 1 field. |
| Address 2 | Character | |
| Address 3 | Character | |
| Address 4 | Character | |
| Postcode | Character | |
| Unique Property Reference Number (UPRN) | Character | This field should significantly improve address matching. |
| Telephone number | Character | This may or may not have the area/STD code. It should be output as a character field so the leading zeros are not lost. |
| Bank sort code | Character | 6 numeric characters in groups of 2 which may be separated by hyphens, e.g., 20-45-23. |
| Bank account number | Character | Usually 8 numeric characters. |
| Building Society Roll number or reference | Character | Building societies have a roll number or reference, which indicates the individual account to which payments are disbursed, after being paid into a single holding account. This should be blank for normal bank accounts. |

| Field name | Data format | Comments |
|---|---|---|
| Creditor type[2] | Character | For example, '0 = trade creditor, 1 = benefits, 2 = payroll, 3 = factor, 4 = grants, 5 = temporary/one-off, etc. Then provide a key to the codes used.  If this type of identifier is not available from the system it would be to your advantage to populate this field to enable you to filter the output more easily and focus resources on what you may deem to be the most worthwhile matches. |

[1] If a Site ID is provided in the standing data file, it should also be included on the payments history file so that there is a unique linking field between the two datasets. This will make it possible to establish cumulative payments to individual trade creditor sites (which are attached to the standing data) and to attach the trade creditor names to each transaction on the payments history file.

[2] This field only needs to be populated if you are unable to provide just trade data creditors data i.e. the submission includes other types of creditors.

# Trade creditor payments history data

**To find out who should supply trade creditor payments history data, please refer to Table 1 at page 11 of these Instructions.**

**Requirements:**

- Data submitted should meet this data specification, i.e. include all field names.

- Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

- Trade creditor payments history data should cover the period 1 October 2015 to date of extract (5 October 2018). **Where there has been a change in the creditors system then, as a minimum, payments history data from 1 April 2018 to date of extract will be accepted.**

| Field | Data format | Comments |
|---|---|---|
| Creditor reference | Character | This is the same reference as shown in the standing data specification. See note below[1] regarding inclusion of a Site ID. |
| Site ID | Character | If trade creditors can have more than one address, these should be separately identifiable via the Site ID [1]. |
| Suppliers invoice number | Character | This should be the reference shown on the supplier's invoice – usually a number but may have alpha prefixes or suffixes. |
| Internal/system invoice number | Character | Most systems generate a unique, sequential transaction number so all invoices, credit notes, payments, etc. can be separately identifiable. |
| Invoice date | Date | This should be the date on the invoice, but could be the date of input if the invoice date is not available. |
| Payment date | Date | If the invoice has not been paid then leave blank. **In those cases, if your system displays a default date in this field and therefore you can't leave it blank, please tell us what the default date is.** |
| Total invoice amount | Numeric | The 'total invoice amount' is **inclusive of VAT, less any discount.** However, some systems hold VAT exclusive amounts, with the VAT figure held separately. In this case these figures should be **added together** to produce the 'total invoice amount'. |
| VAT amount | Numeric | This should be separately identifiable for each invoice but could be nil if an invoice is zero rated, exempt or outside the scope of VAT. |

| Field | Data format | Comments |
|---|---|---|
| Method of payment | Character | E.g. BACS, cheque, cash, payable order etc. If codes are used, a 'key' to the codes should be sent with the data submission. |
| Payment reference number | Character | This field should contain the cheque, payable order (PO) or BACS reference number by which the invoice was paid. This means that invoices that have been paid together would have the same cheque/PO/BACS number. |
| Remarks | Character | This field can be used as a free text field to include information that may assist you when investigating matches. |

[1] If a Site ID is provided in the payments history data file, it should also be included on the standing data file so that there is a unique linking field between the two datasets. This will make it possible to (a) establish cumulative payments to individual trade creditor sites (as detailed in the standing data) and (b) to attach the trade creditor names to each transaction on the payments history file.

# Housing Benefit

**Housing benefit data will only be submitted by the Department of Finance and the Northern Ireland Housing Executive.**

**Requirements:**
- Data should only be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data.  If another submission method is used our policy is to inform the Director of Finance that data has been put at risk unnecessarily.
- Please only supply data for those currently in receipt of housing benefit
- Ensure that there is only a single record for each reference number

| Field | Data format | Comments |
| --- | --- | --- |
| Authority | Character | If applicable. This field is required if the results are to be distributed back to individual housing benefit paying body |
| Housing benefit claim reference number | Character | |
| National Insurance number | Character | |
| Title | Character | |
| Surname | Character | |
| Forename 1 | Character | |
| Forename 2 (middle name) | Character | |
| Date of birth | Character | |
| Sex | Character | |
| Type of tenancy | Character | |
| Address line 1 | Character | |
| Address line 2 | Character | |
| Address line 3 | Character | |
| Address line 4 | Character | |
| Postcode | Character | |
| Unique Property Reference Number (UPRN) | Character | This field has been included within the data specification to significantly improve address matching. |
| Income support indicator | Character | |
| Second adult rebate flag | Character | |
| Current claim start date | Date | |
| Bank sort code | Character | |
| Building society roll number | Character | |
| Bank account number | Character | |
| Weekly rate of housing benefit | Character | |
| Date last paid | Date | |
| Child tax credit income | Numeric | |
| Rent income | Numeric | |
| Income from earnings | Numeric | |

| Field | Data format | Comments |
|---|---|---|
| Pensions credit savings credit amount | Numeric | |
| Maintenance | Numeric | |
| Occupational pension | Numeric | |
| Total claimants capital declared | Numeric | |
| Working tax credit income | Numeric | |
| Incapacity benefit | Numeric | |
| One parent benefit flag | Character | |
| Student indicator flag | Character | |
| Disability living allowance flag | Character | |
| Claimant's pension credit guarantee credit flag | Character | |
| Claimants job seekers allowance flag | Character | |

# Housing Tenants

**Housing tenants' data will be provided by the Northern Ireland Housing Executive and housing associations.**

**Requirements:**

- Data submitted should meet this data specification, i.e. include all field names.

- Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data.  If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

- Data should only be provided in relation to residential properties. **Do not** submit data for garages, sheds etc.

- Data should be provided for all named tenants i.e. first named tenants, joint tenants or other tenants. Do not provide data for dependants.

- In order to ensure that the submission of data using the new DFU facility is as straightforward as possible, data should be uploaded in two separate files:

    **1** Current named tenants, including those where a right to buy purchase is in progress; and

    **2** Former tenants who completed a right to buy application between 1 April 2016 to the date of extract (5 October 2018) or, as a minimum, 1 April 2018 to date of extract.

| Field name | Data format | Comments | Fields required | |
|---|---|---|:---:|:---:|
| | | | **1** | **2** |
| Tenant status flag[1] | Character | Insert a flag to indicate whether the tenant is first named tenant or other.<br>'F' for first named or joint tenant<br>'O' for 2nd, 3rd, etc. named tenant. | ✓ | ✓ |
| Surname | Character | | ✓ | ✓ |
| Forename(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred. | ✓ | ✓ |
| Middle name(s) or middle initial(s) | Character | | ✓ | ✓ |
| Address line 1 | Character | Where the address is a permanent address. | ✓ | ✓ |
| Address line 2 | Character | | ✓ | ✓ |
| Address line 3 | Character | | ✓ | ✓ |
| Address line 4 | Character | | ✓ | ✓ |
| Home telephone number[1] | Character | See note[1] below | ✓ | ✓ |
| Mobile telephone number[1] | Character | | ✓ | ✓ |
| Email address[1] | | | ✓ | ✓ |

| Field name | Data format | Comments | Fields required | |
|---|---|---|---|---|
| Post code | Character | | ✓ | ✓ |
| Unique Property Reference Number (UPRN) | Character | If this field is captured. | ✓ | ✓ |
| Date of birth | Date | | ✓ | ✓ |
| National Insurance Number | Character | | ✓ | ✓ |
| Number living permanently at address | Numeric | | ✓ | |
| Tenant/account reference | Character | This uniquely identifies the person. | ✓ | ✓ |
| Housing benefit reference | Character | Include the housing benefit reference if applicable. | ✓ | ✓ |
| Right to buy flag | Character | Insert 'I' in this field to identify where a purchase is in progress (current tenant) under right to buy, or a 'C' where the purchase is complete (former tenant). | ✓ | ✓ |
| Right to buy application stage | Numeric | Revised: Insert stage 1 to 4 in line with NIHE guidance on stages of a RTB application - http://www.nihe.gov.uk/house_sales_incorporating_equity_sharing_tenants_guide.pdf.<br><br>RTB stage is not used in matching; it is returned as part of the match to allow sorting/filtering. | ✓ | ✓ |
| Tenancy start date | Date | | ✓ | |
| Tenancy end date | Date | Included as an independent check that only current tenants are included. | ✓ | ✓ |
| Right to buy completion date | Date | | | ✓ |
| Amount of Right to Buy discount awarded | Numeric | | | ✓ |

[1] These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.  If you do not hold this information, leave these fields blank.

# Housing waiting list

**The social housing waiting list will be submitted by the Northern Ireland Housing Executive.**

**Requirements:**

- Data submitted should meet this data specification, i.e. include all field names.

- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data.  If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

- Data should only be provided in relation to residential properties. Do not submit data for garages, sheds, etc.

- Data should be provided for all named applicants who are either actively bidding or are eligible to bid for properties, as they have been judged higher priority. A GB pilot showed that the best results from this data set were achieved when the data uploaded was limited to these individuals[1].

| Field name | Data format | Comments |
| --- | --- | --- |
| Waiting list reference | Character | This uniquely identifies the person or the application if there is more than one named applicant. |
| Surname | Character | |
| Forename(s) | Character | |
| Address line 1 | Character | |
| Address line 2 | Character | |
| Address line 3 | Character | |
| Address line 4 | Character | |
| Post code | Character | |
| Unique Property Reference Number (UPRN) | Character | Provide if held |
| Date of birth | Date | |
| National Insurance Number (NINO) | Character | Provide if held |
| Housing benefit reference | Character | Include the housing benefit reference if available |
| Application start date | Date | Date application was made |
| Application end date | Date | Included as an independent check that only current waiting list applicants are included. |

1  If it is not possible to extract a subset of data from your housing waiting list then please upload the data for all named applicants.

# Private supported care home residents

**Private supported care home residents' data will be provided by the health and social care trusts as listed in Table 1 at page 11 of these Instructions.**

**Requirements:**

- Data submitted should meet this data specification, i.e. include all field names.

- Data should **only** be submitted via the Data File Upload (DFU) facility.  This is now the only acceptable method to supply data.  If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

- Data should relate to current care home residents <u>only</u> where the Trust is paying for all or part of the care.

| Field name | Data format | Comments |
|---|---|---|
| Case reference | Character | |
| Title | Character | |
| Surname | Character | |
| Forename(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred. |
| Middle name(s) or middle initial(s) | Character | |
| Current address line 1 | Character | This should be the care home address. |
| Current address line 2 | Character | |
| Current address line 3 | Character | |
| Current address line 4 | Character | |
| Current address postcode | Character | |
| Date of admission | Date | |
| Previous address line 1 | Character | The address from which the person moved, to enter care. |
| Previous address line 2 | Character | |
| Previous address line 3 | Character | |
| Previous address line 4 | Character | |
| Previous address postcode | Character | |
| Date of birth | Date | Better quality matches will be achieved by submitting this data. |
| National insurance number | Character | |

# Transport passes and permits (blue badges and concessionary travel) – Adult data only

**Transport passes and permits data will be provided by the Department for Infrastructure and Translink.**

**Requirements:**

- Data submitted should meet this data specification, i.e. include all field names.

- Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

- Please note, blue badge data should be uploaded from your local system, the Blue Badge Improvement Service (BBIS) system or both as applicable.

- In order to ensure that the submission of data using the new DFU is as straightforward as possible, data should now be uploaded in two separate files:

    o current <u>adult </u>holders of a blue badge (BB) (including local schemes); and

    o current <u>adult</u> holders of a concessionary travel pass (CTP).

| Field name | Data format | Comments | Fields required | |
|---|---|---|---|---|
| | | | **BB** | **CTP** |
| Reference number | Character | This should be the internal reference number | ✓ | ✓ |
| Pass/Permit number | Character | This should be the actual blue badge or travel pass reference number | ✓ | ✓ |
| Title | Character | | ✓ | ✓ |
| Surname | Character | | ✓ | ✓ |
| Forename(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred. | ✓ | ✓ |
| Middle name(s) or middle initial(s) | Character | | ✓ | ✓ |
| Address 1 | Character | | ✓ | ✓ |
| Address 2 | Character | | ✓ | ✓ |
| Address 3 | Character | | ✓ | ✓ |
| Address 4 | Character | | ✓ | ✓ |
| Postcode | Character | | ✓ | ✓ |

| Field name | Data format | Comments | Fields required | |
|---|---|---|---|---|
| | | | **BB** | **CTP** |
| Unique Property Reference Number (UPRN) | Character | | ✓ | ✓ |
| Date of birth | Date | | ✓ | ✓ |
| National insurance number | Character | It is important to provide this field where available, in order to improve the quality of the data matching. | ✓ | ✓ |
| Home telephone number[2] | Character | See note [2] below. | ✓ | ✓ |
| Mobile telephone number[2] | Character | | ✓ | ✓ |
| Email address[2] | Character | | ✓ | ✓ |
| Permit start date | Date | | ✓ | ✓ |
| Permit expiry date | Date | | ✓ | ✓ |
| Permit type flag[1] | Character | Insert 'B' in this field to indicate if the data relates to a blue badge, and 'F' for Freedom/concessionary travel passes. | ✓ | ✓ |

[1] This field only needs to be populated if you are unable to submit data in two separate files.

[2] These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review. If you do not hold this information, leave these fields blank.

# Licences[1] -  Taxi Drivers

**Taxi licences data will be provided by the Department for Infrastructure.**

**Requirements:**
- Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

- Data should only be submitted for current holders of a taxi driver licence.

| Field name | Data format | Comments |
|---|---|---|
| Reference number | Character | This should uniquely identify the individual, i.e. the licence number |
| Title | Character | |
| Surname | Character | |
| Forename(s) | Character | Please ensure you capture any middle name(s) or initials(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred. |
| Middle name(s) or middle initial(s) | Character | |
| Address line 1 | Character | |
| Address line 2 | Character | |
| Address line 3 | Character | |
| Address line 4 | Character | |
| Post code | Character | |
| Unique Property Reference Number (UPRN) | Character | |
| Date of birth | Date | |
| Home telephone number[2] | Character | See note 2 below. |
| Mobile telephone number[2] | Character | |
| Email address[2] | Character | |
| National insurance number | Character | |
| Licence start date | Date | |
| Licence expiry date | Date | |

[1] This data will primarily be matched to identify undeclared income and recourse to public funds.

[2] These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.  If you do not hold this information, leave these fields blank.

# Rates

**Rates data will be provided by the Department of Finance.**

**Requirements:**
- Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

| Field | Data Format | Comments |
|---|---|---|
| Property Type | Character | Enter D for Domestic<br>Enter M for Mixed |
| Occupancy ID | Numeric | Unique ID for occupancy (ratepayer, property, start & end dates) |
| Prop ID | Numeric | Unique ID for property as supplied by LPS |
| Unique Property Reference Number (UPRN) | Character | This field has been included within the data specification to significantly improve address matching. |
| First Name | Character | First name of ratepayer |
| Middle Name(s) or initial(s) | Character | Middle name of ratepayer |
| Last Name | Character | Last name of ratepayer |
| Occupancy Start Date | Character | Date occupancy started.  Date format DD/MM/YYYY |
| Sub Building Name | Character | |
| Building Name | Character | |
| Building No | Character | |
| Street | Character | |
| Primary Locality | Character | |
| Townland | Character | |
| Town | Character | |
| County | Character | |
| Postcode | Character | |
| Vacancy indicator flag | Character | |

# Lone Pensioner Allowance (LPA)

**Lone Pensioner Allowance data will be provided by the Department of Finance.**

**Requirements:**
- Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.

| Field | Data Format | Comments |
|---|---|---|
| Property Type | Character | Enter D for Domestic Enter M for Mixed |
| Occupancy ID | Numeric | Unique ID for occupancy (ratepayer, property, start & end dates) |
| Prop ID | Numeric | Unique ID for property as supplied by LPS |
| Unique Property Reference Number (UPRN) | Character | This field has been included within the data specification to significantly improve address matching. |
| First Name | Character | First name of ratepayer |
| Middle Name | Character | Middle name of ratepayer |
| Last Name | Character | Last name of ratepayer |
| Gender | Character | Male/Female |
| National Insurance Number (NINO) | Character | |
| Date of Birth (DOB) | Date | |
| LPA Start Date | Character | Date LPA Award started. Date format DD/MM/YYYY |
| LPA End Date | Character | Date LPA Award ended. Date format DD/MM/YYYY |
| Sub Building Name | Character | |
| Building Name | Character | |
| Building No | Character | |
| Street | Character | |
| Primary Locality | Character | |
| Townland | Character | |
| Town | Character | |
| County | Character | |
| Postcode | Character | |

# Electoral Register

**Electoral register data will be submitted by the Department of Finance following purchase of the register from the Electoral Office.**

**Requirements:**

- Data should only be submitted via the Data File Upload (DFU) facility.
- This data should be the latest 'full version' of the latest Electoral register (not the commercially available 'edited version').

| Field | Data format | Comments |
|---|---|---|
| Electoral Register reference number | Character | This should be unique |
| Unique Property Reference Number (UPRN) | Character | **New field:  This field has been included within the data specification to significantly improve address matching.** |
| Title | Character | |
| Surname | Character | |
| Forename | Character | |
| Middle name or middle initial | Character | |
| Address 1 | Character | |
| Address 2 | Character | |
| Address 3 | Character | |
| Address 4 | Character | |
| Postcode | Character | |

# Appendix 2 - Data upload instructions

Given that good quality data is needed to produce good quality matches, the Cabinet Office has devised some pre-submission data quality checks (available on its website at https://www.gov.uk/guidance/uploading-data-to-national-fraud-initiative).  These should help minimise the risk of the data having to be re-submitted, which typically can cause a delay of more than a week and can result in unnecessary increases in upload costs for participating bodies. We recommend that, as well as carrying out these checks, the NFI Key Contact ensures that:

- a data download contact is nominated (i.e., the person who extracts the data from your organisation's systems). This should be the person with the most knowledge of the system in question;

- the data is extracted and submitted (uploaded) by the required deadline (see Table 2 at paragraph 29);

- the data is readable and complete. All the data fields requested may not be available from a single system but contained within a second or third system.  If so, they should be brought across to complete the data submission;

- the record layout is consistent with the data specification;

- a 'look up' table is provided that describes the codes used in fields, whether system or manually generated (e.g. type of creditor);

- in accordance with data protection protocols, the data should be password protected at the earliest opportunity;

- copies of any intermediate files are retained so that the data may be re-supplied if it proves unreadable;

- data is only submitted using the Data File Upload (DFU) facility within the NFI secure web site. **This is now the only acceptable method to supply data. If another submission method is used our policy will be to inform the Director of Finance that data have been put data at risk unnecessarily.**

If you require any further guidance on extracting, downloading or submitting data contact the NFI Data Centre via email (helpdesk@nfi.gov.uk ) or call 0845 345 8019.

# Appendix 3 - Data format

Data should be formatted as ASCII, i.e. text. You can use fixed length or character delimited records (e.g. CSV files), where each field is separated by a specific character.  If you are supplying a delimited file, the delimiter should not be in the data unless fields are encapsulated with text qualifiers (usually quotation marks).  Likewise, the text qualifier should not be in the data.  A good choice for a delimiter, instead of the conventional comma, is a pipe (also known as a vertical bar) or a tilde.

**Using Excel**

There are a number of risks associated with exporting data into Excel from the host system.  Although NFI accepts Excel files, we recommend that you carry out basic pre-submission data quality checks (referred to in Appendix 2) to ensure that the following formatting issues do not affect the quality of the data submitted.

Common issues using Excel include:

- Numeric strings of 16 digits or more are treated as numbers by default and only the first 15 significant figures are stored.

- Leading zeros are removed from numeric strings, e.g. when typing "01062007" into a cell. This is a very common problem which can affect dates, invoice numbers, bank details etc.

- Excel automatically transforms some numbers into dates. This causes problems with bank sort codes using hyphens (e.g. "21-11-97") and house numbers if they are supplied in a different column to the street name (e.g. "05-07").

- Most versions of Excel have a maximum number of rows that can be stored on a spreadsheet (see table below).  If the number of rows is exceeded, the data will be cut off when the file is saved, resulting in a loss of records:

| Excel version | Maximum number of rows |
|---|---|
| Excel 7.0 or earlier | 16,384 |
| Excel 97 (version 8.0) | 65,536 |
| Excel 2000 (version 9.0) | 65,536 |
| Excel 2002 (version 10) | 65,536 |
| Excel 2003 (version 11) | 65,536 |
| Excel 2007 (version 12) | 1,048,576 |
| Excel 2010 (version 14) | 1,048,576 |
| Excel 2013 (version 14) | 1,048,576 |
| Excel 2016 (version 14) | 1,048,576 |

**Checking your data is readable**

For Excel submissions, you can check this by opening the data file. Close the file without saving it, as Excel may truncate the data if it exceeds the maximum number of rows for that version of the software. For text file submissions, you can check the data by opening the file in a text editor (e.g. Notepad) but again, close the file without saving.

**Date fields**

For date fields, NFI prefers ddmmyyyy but ddmmyy is also acceptable. If a date separator is used, it should be either a forward slash (/) or a hyphen (-). Other date formats are also acceptable: dd-mmm-yyyy (01-JAN-2012); dd month yyyy (01 January 2012); dd/mm/yyyy hh:mm:ss (01/01/2012 10:14:36); etc.

**Monetary fields**

Monetary amounts can be supplied with or without a £ sign but must be in the same format throughout the file. Formats must not be mixed. Preferably the amount should be in pounds and pence (e.g. £123.45), but the NFI can accept amounts that are all in pence if that is the way data is held (this should be added as a note to the processor when uploading the data).

If monetary values cannot be supplied, leave the field blank. Please do not insert a zero.

**Character fields**

If a field type is alpha numeric (neither a date nor a number), this is referred to as a 'character' field for the purposes of this exercise. Fields such as 'VAT registration number' and 'suppliers invoice number' (which can often be a combination of letters and numbers) are character fields.

**Blank fields**

Blank fields should be space filled for fixed-length records. For CSV records, the blank field must still be represented by a delimiter.

**File Extensions**

Data should be password protected at the earliest opportunity after extraction. Standard encryption or compression software usually produces a file with a .zip, .7z or .rar extension.

The following is a list of acceptable extensions for the file types of data extracted from the host system:

.csv, .xls, .txt, .xlsx, .doc, .ASC, .dat, .TSV, .lis, .xlsm, .ttx, .docx, .lst, .chr, .mdb, .EXT, .out

This list is not exhaustive so if your file data has an extension that is not on the above list, please check with the NFI helpdesk (helpdesk@nfi.gov.uk ).

## Appendix 4 - Participants in NFI 2018-19

**Department of Agriculture, Environment and Rural Affairs**
Forest Service
Livestock & Meat Commission
Agri-Food & Biosciences Institute
NI Environment Agency

**Department for Communities**
Northern Ireland Housing Executive
National Museums and Galleries of Northern Ireland
Arts Council of Northern Ireland
Libraries NI
Sport Northern Ireland
Commissioner for Children and Young People NI
Ulster Supported Employment Ltd

**Department for the Economy**
Belfast Metropolitan College
Construction Industry Training Board
General Consumer Council
Health and Safety Executive
Invest Northern Ireland
Labour Relations Agency
Tourism Northern Ireland
Northern Regional College
North West Regional College
South Eastern Regional College
Southern Regional College
South West College
Stranmillis University College

**Department of Education**
Education Authority
Council for Catholic Maintained Schools
Council for the Curriculum, Examinations & Assessment

**Department of Finance**
Northern Ireland Statistics and Research Agency
NI Civil Service Pensions

**Department of Health**
Northern Ireland Guardian ad Litem Agency
Northern Ireland Medical and Dental Training Agency
Public Health Agency
Business Services Organisation
Health and Social Care Board
Belfast Health and Social Care Trust
Northern Health and Social Care Trust
South Eastern Health and Social Care Trust
Southern Health and Social Care Trust
Western Health and Social Care Trust
Regulation and Quality Improvement Authority
Northern Ireland Blood Transfusion Service
NI Ambulance Service HSS Trust
NI Social Care Council
Northern Ireland Fire and Rescue Service

**Department for Infrastructure**
Driver & Vehicle Agency

**Department of Justice**
Forensic Science NI
NI Courts and Tribunals Service
Legal Services Agency NI
Probation Board for Northern Ireland
Youth Justice Agency of NI

**The Executive Office**
Equality Commission for Northern Ireland
Strategic Investment Board
Community Relations Council

**Public Prosecution Service (non-Ministerial)**

**Northern Ireland Assembly**

**NI Authority for Utility Regulation**

**Councils**
Antrim and Newtownabbey Borough Council
Ards and North Down Borough Council
Armagh City, Banbridge and Craigavon Borough Council
Belfast City Council
Causeway Coast and Glens District Council
Derry City and Strabane District Council
Fermanagh and Omagh District Council
Lisburn and Castlereagh City Council
Mid and East Antrim Borough Council
Mid Ulster District Council
Newry, Mourne and Down District Council

NI Local Government Officers' Superannuation Committee
ARC 21

**Voluntary Participants**
Northern Ireland Audit Office
Translink
NI Water
Victims and Survivors' Service