

**DWP** Department for  
Work and Pensions



**Home Office**

**MEMORANDUM OF UNDERSTANDING:  
NATIONAL INSURANCE NUMBER (NINO) Proof of  
Concept IN RESPECT OF: Asylum Claimants**

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## **1. Introduction**

1.1 This Memorandum of Understanding (MoU) sets out the Trace / Allocate process for obtaining National Insurance Numbers for asylum claimants.

1.2 The parties to this MoU are:

(A) **THE SECRETARY OF STATE FOR THE HOME DEPARTMENT** of [2 Marsham Street, London SW1P 4DF] referred to as '**Home Office**' throughout

And

(B) **THE SECRETARY OF STATE FOR THE DEPARTMENT FOR WORK AND PENSIONS** of Caxton House, Tothill Street, London, SW1H 9NA referred to as '**DWP**' throughout this document

1.3 This MoU also sets out the data sharing commitments agreed between the aforementioned parties in relation to the implementation and management of the National Insurance Number process for asylum claimants.

1.4 This MoU is intended to be read alongside and not replace the current Umbrella MoU between DWP and Home Office.

## **2. National Insurance Numbers**

2.1 For a Third Country National to be issued with a National Insurance Number an individual has to be over 16 and must have the right to work in the UK. All asylum claimants are asked to agree to provide their details to enable DWP to allocate a NINo should they be granted leave.

## **3. Purpose of SMOU**

3.1 The purpose of this exchange is for DWP and Home Office to work in partnership to Trace / Allocate NINos for asylum applicants, through the process described in section 7, for DWP to provide a 'Tracing' and/or 'Allocation' service .

3.2 These on-going data share processes will enable the Home Office to have up-to-date records of NINos verified by DWP in preparation for the introduction of NINos on BRP cards.

## **4. Benefits of the exchange**

4.1 The process eases the transition of asylum claimants into work, benefits and services.

4.2 Home Office will obtain a verified NINo that can be recorded as such, against the applicants' name on their permanent Home Office record this allows the NINo to be added to the BRP in future.

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## **5. Legal Basis for Sharing Information**

**5.1 Home Office to DWP:** The legal basis permitting disclosure of information from Home Office to DWP is Home Office Common Law powers

**5.2 DWP to Home Office:** The information is requested under section 20 of the Immigration & Asylum Act 1999 (includes amendments included in section 131 of the NIA 2002.): Immigration purposes as defined by section 20(3): (a) the administration of immigration control under the Immigration Acts.

## **6. Tracing and Allocation Process**

### Tracing Process

6.1 Asylum claimants will go through the specialist 'Tracing' process to carry out detailed trace action to establish whether a NINo exists.

### Allocation Process

6.2 Where tracing is unsuccessful and a NINo is not traced, the applicant will be allocated a NINo if DWP are satisfied there is no overriding reason why a NINo cannot be allocated to the individual. Home Office have carried out checks on CID to determine the individual was granted leave.

6.3 The data exchange with DWP will be facilitated through Managing Integrated Data Application Solutions (MIDAS)

6.4 MIDAS will extract the following data file from CID and send to DWP: Further details of the specific data fields contained in the data file are detailed in the respective DBRs.

### Data File 1

6.5 MIDAS will send data file to DWP NINo Provision for the specialist tracing / Allocation action. Data file 1 will contain all cases granted from the previous day.

6.6 Home Office MIDAS will send a Microsoft excel spreadsheet for the tracing and allocation process to the designated areas of the DWP as specified in section 6.

6.7 It is anticipated that as part of the PoC a minimum of 20 cases a day over a two week period.

6.8 The Microsoft excel file will be supplied to the nominated email account ([NINO.BRP@DWP.GSI.GOV.UK](mailto:NINO.BRP@DWP.GSI.GOV.UK)) (for the two designated areas of DWP by 9.00 am on daily basis. The files will be sent by secure GSI email outlook account with the subject line marked as OFFICIAL SENSITIVE. This secure email account will only be accessed by designated DWP users.

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6.9 On receipt of the data from MIDAS DWP will, for the tracing and allocation process:

- For cases, where the NINo supplied with the other biographical information of an individual by the Home Office is not matched, but DWP have successfully traced a record of a NINo and are satisfied it is an exact match; DWP will supply the Home Office with the correct 'traced' NINo for that applicant.
- Where a NINo is not traced through the process described above and DWP have been requested to allocate a NINo to the applicant by the Home Office, DWP to provide Home Office with details of that NINo
- Return the results within 48 hours of receipt to Home Office.
- DWP will send the return data in Microsoft Excel format transferred by secure GSI email from and to agreed dedicated email inbox.

#### Weekend Workflow Arrangements

6.10 The Home Office extracts will continue to be sent on a daily during the week. Any cases completed on Saturday or Sunday will be included on Monday's report.. DWP however, will only process the files on the following Monday, (working day 1) and in the order they were received, excluding Bank Holidays and office closures.

6.11 Saturday and Sunday will not be counted as a working day within this MoU for DWP purposes.

### **7. Roles of each party to the MoU**

#### **7.1 The Role of the Home Office**

- To ensure all aspects of the current Umbrella MoU and this MoU are adhered to.
- To provide a daily spreadsheet of the data extract of Asylum Claimants as described in Section 7.2 to DWP NINo operations dedicated email box ..... by 9am each day to allow DWP to trace or allocate the NINo where appropriate
- Ensure that wherever reasonably possible all data provided to DWP is both accurate and up to date
- Any results to be sent via secure GSI email network to DWP secure GSI email network
- Ensure all verified or allocated NINOs are recorded on CID.

#### **7.2 The Role of DWP**

- To ensure all aspects of the current Umbrella MoU and SMOU are adhered to

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- In response, analyse the results received from the Home Office report and identify cases where NINo can be either traced or allocated. For those unconfirmed cases return to the Home Office for further information and returned to DWP.
- Once matched DWP to store results received from Home Office in a secure folder in DWP shared drive with appropriate restricted access and password protected.
- To allocate a NINo after it has been determined by the Home Office that the applicant's application for leave has been granted.
- Ensure that staff handle this data in line with the approved secure transfer method agreed by both departments.
- To return the results within 48 Hours of receipt by email to .....
- Only store the information for as long as there is a business need.
- All designated staff handling Home Office data must have the appropriate level of security clearance determined by their own department

## **8. Retention and destruction**

- 8.1 DWP will not use Home Office information for any purpose other than it was obtained for or share it with any other party without first seeking and obtaining Home Office permission.
- 8.2 Any information received by the Home Office from DWP will be processed in line with Home Office retention, destruction and storage policies.
- 8.3 Any information received by DWP from the Home Office will be processed in line with DWP retention, destruction and storage policies

## **9. Physical Security**

- 9.1 When bulk data checking is carried out by the Home Office and transferred to a designated DWP NINo operations email box in accordance with this MoU, the result will be transferred to a DWP systems whereupon the DWP becomes the data controller. The method used to transfer the data (secure e-mail or secure spreadsheet) will then be destroyed. DWPs standard retention period is 14 months No further or additional data may be recorded or transferred without the specific agreement of the Home Office.
- 9.2 All Home Office data will be stored, moved and disposed of in accordance with the Protective Marking Scheme and in accordance with the Data Protection Act. Home Office records are protectively marked as Official in line with the Government Protective Marking Scheme. Although individual records are not protectively marked, they must be treated as Official. Home Office retains the right to remove or restrict access rights to Home Office systems. Retention periods of asylum records are 15 years, those applying for citizenship have their records retained for up to 25 years.

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## **10. Costs**

10.1 There are no costs associated with this process. There are some savings with the move to an electronic transfer of data between DWP and the Home Office.

## **11. Reviews**

11.1 The process will be reviewed every 6 months.

11.2 The Proof of Concept pilot will be reviewed within 3 months and a decision made on rollout of the pilot process.

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## **12. Issues, Disputes and Resolution**

12.1 Any issues regarding departmental-level, ongoing delivery aspects of the information supply, such as data integrity or quality, should be addressed through “business as usual” channels as detailed in annex A.

12.2 Where a problem or issue arises it should be reported immediately, in writing to the designated contacts (listed in annex A). The contacts will endeavour to resolve the problem within 2 working days.

12.3 Where it is not possible to resolve the issue within 2 working days or the issue is of such severity that public customers may be negatively affected in terms of the service they receive, the issue will be escalated to the senior management team for each partner. They will be notified with an explanation of why the dispute has not been resolved so that they can take appropriate action for resolution or plan contingency arrangements.

10.4 External changes affecting the operational delivery responsibilities of the parties may also necessitate the reviewing and potential amendment of this agreement.

## **Signatories**

Signed on behalf of DWP

Name:

Title/ Role:

Redacted



Signed:

Date

Signed on behalf of Home Office

Name:

Title/ Role:

Signed

Date

Redacted