



**13 September 2018**

**This bulletin contains information on:**

- Business Costs and Expenses Publication
- Data Protection
- Childcare vouchers
- Union fees
- Phone line closure

### **Business Costs and Expenses Publication**

MPs' business costs and expenses have now been published for claims made during April and May 2018. Details can be viewed on the IPSA [website](#).

### **Data Protection**

Data security has received a lot of attention recently. We wrote to MPs earlier in the year about [GDPR](#), and there is some useful guidance on the Information Commissioner's Office [website](#) about how to protect your data and what to do if you are impacted by a data breach, as some British Airways customers were recently.

### **Childcare Voucher Scheme**

The government has extended the deadline for new entrants to participate in the existing Childcare Voucher Scheme. If you would like to take part in the current programme, please fill in the form [available on the IPSA website](#) and the IPSA Online Homepage and send it to [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk). Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) if you would like assistance as to which scheme you should consider based on your personal circumstances. Please let IPSA know by tomorrow if you would like to take part.

### **Union fees salary deduction**

For Members of Parliament, or MPs' staff, who are members of a trade union, membership fees can usually be paid by salary deductions. For those who would like to set up a salary deduction for union fees, please contact IPSA's payroll team either by email [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) or by calling 020 7811 6400 and pressing option 2.

**Phone line closures**

IPSA's phone lines will be open for most of the period during the party conference recess. There will be two day long closures on Friday 21 September and Monday 8 October for staff training.