

Spousal Information: Frequently Asked Questions

Q1: Why am I being asked to update my personal data in Employee Self Serve (ESS) to include the name and date of birth of my spouse (or common-law partner)? Isn't this an invasion of my privacy?

A1: Canada Post has been directed to collect spousal information by the Office of the Superintendent of Financial Institutions (OSFI), the federal pension regulator. The intent is to promote additional awareness on the part of a member's spouse to the pension benefits they may be entitled to under the Canada Post Pension Plan. Spousal information is collected by Canada Post as authorized under the *Pension Benefits Standards Act, 1985*, and is in accordance with the Canada Post Employee Privacy Policy.

Q2: What will this information be used for? Will it be used by CPC for purposes other than pension administration?

A2: Your spousal information will be used only for pension communication and administration purposes, for example, in the addressing of your annual personalized pension statement. It will also form part of the data contained in your pension kit for review by you and your spouse when you terminate or retire. Your spouse's date of birth may also be used by the plan actuary to further improve the accuracy of the calculation of plan liabilities.

Q3: I am married but currently separated from my spouse and living with a common law partner. Should I update my information with the name of my separated spouse, or my common law partner?

A3: Please refer to the definitions of a “Spouse” and “Common law Partner”, under the “Definitions” tab on the homepage of the website (cpcpension.com) for guidance. If after reviewing these definitions you need any additional clarification, or if you have any further questions, please contact the Pension Centre directly at 1- 877- 480-9220.

Q4: I don't know how to access ESS or update my spousal information in ESS. How do I do this?

A4: A job aid to assist you with the update of your personal data is available on the ESS homepage (Overview) under “Your Marital Status and Spousal Information”. With your user ID and password, you can access ESS through Intrapost, or by visiting canadapost.ca and selecting “I’m an Employee” at the bottom of the page. If you do not have a user ID, your Team Leader will be able to provide one to you.

Q5: I no longer have a spouse as I am recently divorced. Is there anything I need to do?

A5: Yes, if your marital status has changed for any reason, you need to update your personal data on ESS. Go to “Your Marital Status and Spousal Information” on the Personal Information page and make the necessary changes. Remember that a certified copy of agreements, all relevant court orders and related documents as a result of your marriage breakdown must be sent to the Pension Centre.