

## Statement of Administrative Sources

### Annex A: Information on administrative source

<b>Enquiries</b>	Please contact the Health and Social Care Information Centre (HSCIC) Contact centre Telephone: 0300 303 5678 and email: <a href="mailto:enquiries@hscic.gov.uk">enquiries@hscic.gov.uk</a>
<b>Name of Administrative Source</b>	KC53 – Adult Screening Programme: Cervical Screening
<b>Section 1: Collection</b>	<p><i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i></p> <p>The KC53 data are downloaded from the HSCIC National Health Applications and Infrastructure Services (NHAIS) system. One of the core NHAIS system products is the call and recall system which is used by the NHS Cervical Screening Programme to maintain the screening histories of the local population and to support the invitation and result notification processes as part of the day to day management of the programme. The NHAIS database contains details of all women in the local population and identifies those eligible for screening. Pathology laboratories send regular updates to the NHAIS system with details of women tested and their test results. Data are aggregated prior to being sent to the HSCIC Screening and Immunisations Team.</p> <p>The run date for the download is agreed in advance with the NHS Cervical Screening Programme's</p>

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	<p>Regional Quality Assurance Co-ordinators who ensure that all information is up to date in preparation for the data extract.</p>
<p><b>Section 2: Quality assurance</b></p>	<p><i>Please give details of any arrangements for auditing the quality of administrative data from this system which is used for statistical purposes</i></p> <p>The NHS Cancer Screening Programme employs a network of Regional Quality Assurance Co-ordinators who ensure that the data supplied is accurate and timely. Part of their role is to ensure that all of the relevant data is available at a pre-arranged date for extraction and supply to the Health and Social Care Information Centre.</p>
<p><b>Section 3: Application</b></p>	<p><i>Please give a description of each of the main applications/uses to which the administrative or management data are put before they are transformed into official statistics</i></p> <p>The primary use of this data is the operational monitoring of the NHS Cervical Screening Programme.</p>
<p><b>Section 4: Access and Dissemination</b></p>	<p><i>Please provide a summary of the arrangements put in place for sharing and disseminating the administrative/management data during the period before they are converted into Official Statistics</i></p> <p>In the past data has been shared with Trent Cancer Registry for the production of their web-based interactive Cervical Screening and Cancer E-Atlas. Trent Cancer Registry do not publish the statistics until after the National Statistics are publication by the HSCIC.</p>

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	<p>HSCIC Statistical Governance policy available from <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a> (then click on “Statistical Governance Policy”)</p> <p>HSCIC Freedom of Information process available from <a href="http://www.hscic.gov.uk/foi">http://www.hscic.gov.uk/foi</a></p> <p>Link to National Statistician’s Guidance: Use of Administrative or Management Information <a href="http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html">http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html</a></p> <p>HSCIC Information Governance Statement of Compliance Policy available from <a href="http://systems.hscic.gov.uk/infogov/igsoc/background/index_html">http://systems.hscic.gov.uk/infogov/igsoc/background/index_html</a></p>	
	Specify if shared Inside/Outside The HSCIC	Shared within the HSCIC
	Range	Statistical staff within the HSCIC.
	Nature	Production of the Cervical Screening Programme, England publication QA of the report
	Timing	Data collected and published annually. There are no scheduled releases of the data other than the publication
<b>Section 5: Non-</b>	<i>Please provide a summary of any exceptional arrangements put in place for placing the</i>	

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<b>statistical publication</b>	<i>administrative/management data in the public domain during the period before they are converted into official statistics. If none, please state None.</i>  None
<b>Section 6: Statistical publication</b>	<i>Please provide a list of each of the 'Official' or 'National' statistics series derived from this system.</i>  Cervical Screening Programme - England  HSCIC publications calendar: <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a>
<b>Section 7: Synergies</b>	<i>Please provide a mapping which explains the relationship between any public manifestations of the administrative/management data, and any subsequent statistical releases or publications.</i>  None
<b>Section 8: Security/Data Protection arrangements</b>	<i>Please explain any additional arrangements for ensuring the security of statistical processes that draw on administrative data other than those listed below</i>  All HSCIC policies for data security/protection are followed. There are no additional arrangements in place.  Relevant IG polices:

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