

## 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>	KC65 – 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>KC65 Data is collected from Colposcopy Clinics by the Regional Quality Assurance Co-ordinators (QARCs), who aggregate the data for their region before forwarding on to the HSCIC. The HSCIC collect the data from the QARCs on a series of Excel spreadsheets via a secure online portal called Data Depot.</p>
<b>Section 2: Quality assurance</b>	<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 Cancer Screening Programmes employs a network of Regional Quality Assurance Co-ordinators who ensure that the data entered into the system is accurate and timely. The QARCs validate the data on the KC65 at time of collection.</p>

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<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>This data is not shared external to the HSCIC</p> <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>	
	<p>Specify if shared Inside/Outside The HSCIC</p>	<p>Shared within the HSCIC</p>

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	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-statistical publication</b>	<p><i>Please provide a summary of any exceptional arrangements put in place for placing the administrative/management data in the public domain during the period before they are converted into official statistics. If none, please state None.</i></p> <p>None</p>	
<b>Section 6: Statistical publication</b>	<p><i>Please provide a list of each of the 'Official' or 'National' statistics series derived from this system.</i></p> <p>Cervical Screening Programme, England</p> <p>HSCIC publications calendar: <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a></p>	
<b>Section 7: Synergies</b>	<p><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></p> <p>None</p>	

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<p><b>Section 8: Security/Data Protection arrangements</b></p>	<p><i>Please explain any additional arrangements for ensuring the security of statistical processes that draw on administrative data other than those listed below</i></p> <p>All HSCIC policies for data security/protection are followed. There are no additional arrangements in place.</p> <p>Relevant IG polices:</p> <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 Small numbers Procedure available from <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a> (then click on “Small Numbers Procedure”)</p> <p>ONS Confidentiality Guidance and working papers <a href="http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html">http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html</a></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>
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