

## Statement of Administrative Sources



### Annex A: Information on administrative source

<b>Enquiries</b>	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: <a href="mailto:enquiries@ic.nhs.uk">enquiries@ic.nhs.uk</a>
<b>Name of Administrative Source</b>	Northern Ireland Business Services Organisation (NI BSO) – Pensions Database
<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>Information is collected on those people who are a member of the Health Service (HS) pensions scheme in Northern Ireland. Pension returns are compiled by members and sent to the NI BSO. Returns are also received from employers (HS Boards or practices). The NHS IC receives an extract of this database relating to GPs in Northern Ireland only.</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>Arrangements for auditing the quality of the data are unknown.</p>

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<b>Section 3: Application</b>	<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>Data is used by NI BSO to administer the NHS pensions scheme in Northern Ireland.</p>
<b>Section 4: Access and Dissemination</b>	<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>GP pensions data is shared by NI BSO with the NHS IC under a data sharing agreement for analytical purposes.</p> <p>NHS IC Statistical Governance policy available from <a href="http://www.ic.nhs.uk/publicationscalendar">www.ic.nhs.uk/publicationscalendar</a> (then click on “Statistical Governance Policy”)</p> <p>NHS IC Freedom of Information process available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on “Freedom of Information Process”)</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>NHS IC Data Access and Information Sharing Policy available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on “Data access information sharing policy”)</p> <p>NHS IC Information Governance Legal Compliance Policy available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on “Information governance legal compliance”)</p>

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	Specify if shared Inside/Outside The NHS IC	Data is not shared within the NHS IC beyond the statistical processing team. Aggregated data shared with Technical Steering Committee (TSC) by the NHS IC. TSC is chaired by the NHS IC and has representation from the four UK Health Departments, NHS Employers and the British Medical Association. Unknown whether the NI BSO shares the data with other organisations.
	Range	Statistical staff at the NHS IC TSC
	Nature	Used for validation of earnings, and for seniority and profit estimates work Shared with TSC for QA purposes
	Timing	Shared by NI BSO with NHS IC annually, c. quarter 3/quarter 4 of the financial year Shared by NHS IC with TSC in July – September
<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>GP Earnings and Expenses – partial source</p> <p>NHS IC publications calendar: <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</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>Other statistical publication/products are not produced using this data as far as we know</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>Data sharing agreement in place between NHS IC and the NI BSO. Data is encrypted and password protected before it is sent by NI BSO to the NHS IC.</p> <p>Relevant IG policies:</p> <p>NHS IC Statistical Governance policy available from <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a> (then click on “Statistical Governance Policy”)</p> <p>NHS IC Small numbers Procedure available from <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a> (then click on “Small Numbers Procedure”)</p> <p>ONS Confidentiality Guidance and working papers  <a href="http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/">http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/</a></p> <p>NHS IC Freedom of Information process available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on “Freedom of Information Process”)</p>
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