

Statement of Administrative Sources



Annex A: Information on administrative source

Enquiries	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: enquiries@ic.nhs.uk
Name of Administrative Source	Register for the Deaf and Hard of Hearing
Section 1: Collection	<p><i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i></p> <p>Registers are maintained by Councils with Adult Social Service Responsibilities (CASSR's) under Section 29 of the National Assistance Act 1948. This collects information on the age group of the Deaf or Hard of Hearing person</p>
Section 2: Quality assurance	<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>Councils routinely carry out data cleaning exercises on their systems to ensure the data is current (for example removing deceased clients).</p>

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Section 3: Application	<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>Potential management information reports for council's internal processes.</p>
Section 4: Access and Dissemination	<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>None</p> <p>NHS IC Statistical Governance policy available from www.ic.nhs.uk/publicationscalendar (then click on "Statistical Governance Policy")</p> <p>NHS IC Freedom of Information process available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on "Freedom of Information Process")</p> <p>Link to National Statistician's Guidance: Use of Administrative or Management Information http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html</p> <p>NHS IC Data Access and Information Sharing Policy available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on "Data access information sharing policy")</p> <p>NHS IC Information Governance Legal Compliance Policy available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on "Information governance legal compliance")</p>

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	Specify if shared Inside/Outside The NHS IC	Councils own their own data so will use it for their own management information purposes If requested, unpublished data may be released in line with National Statistics code of practice.
	Range	This may include sharing it with other stakeholders e.g. other CASSR's, Government Office Regions and Senior Officials in the Department of Health, Care Quality Commission and/or the Audit Commission.
	Nature	Local Briefings
	Timing	The councils may share information throughout the year for operational reasons.
Section 5: Non-statistical publication	<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>	
Section 6: Statistical publication	<p><i>Please provide a list of each of the 'Official' or 'National' statistics series derived from this system.</i></p> <p>People registered as Deaf or Hard of Hearing, Year ending 31 March, England</p> <p>NHS IC publications calendar: http://www.ic.nhs.uk/publicationscalendar</p>	
Section 7: Synergies	<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>Section 8: Security/Data Protection arrangements</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>There is a data depositor agreement in place for the data collection (SSDS 910) which is collated using the council maintained registers.</p> <p>Relevant IG policies:</p> <p>NHS IC Statistical Governance policy available from http://www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>NHS IC Small numbers Procedure available from http://www.ic.nhs.uk/publicationscalendar (then click on “Small Numbers Procedure”)</p> <p>ONS Confidentiality Guidance and working papers http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/</p> <p>NHS IC Freedom of Information process available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on “Freedom of Information Process”)</p>
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