

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	NHS National Services Scotland Information Services Division (ISD)
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>The raw data is collected from GP17 forms completed by dentists who perform dentistry within Scotland. This records information on the patient and information on the type of treatment conducted. The information supplied to NHS IC is aggregated at dentist level from this source.</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>Four levels of validation are in operation to ensure accurate data. A link to the website detailing these checks is below:</p> <p>http://www.psd.scot.nhs.uk/professionals/dental/payment-verification.html</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>Main application is for the payment of non salaried dentists within Scotland.</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>A Data Sharing Agreement is put in place for the NHS IC to receive this information from ISD. A Data Sharing Agreement is also set up to allow the data to be shared with HMRC.</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	<ul style="list-style-type: none"> - Unknown whether the ISD shares data with other organisations. - Data is shared with HMRC - Aggregated data is shared with a Dental Working Group (DWG). DWG is chaired by NHS IC and has representation from the four UK Health Departments, the British Dental Association, the secretariat for the Review Body on Doctors' and Dentists' Remuneration, the NHS Business Services Authority Dental Services, and the National Association of Specialist Dental Accountants.
	Range	<ul style="list-style-type: none"> - Statistical staff within the NHS IC - HMRC - DWG
	Nature	<ul style="list-style-type: none"> - Used to produce dental reports/ analysis - Shared with HMRC to allow the analysis of dentists earnings and expenses - Shared with DWG for quality assurance purposes
	Timing	<ul style="list-style-type: none"> - This individual level data is shared with HMRC by the NHS IC in April annually. - Aggregate data is shared prior to publication for QA purposes with the Dental Working Group from May - October
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>Dental Earnings and Expenses Reports for Scotland</p> <p>NHS IC publications calendar: http://www.ic.nhs.uk/publicationscalendar</p>	

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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>This data is used by the NHS IC to calculate earnings and expenses, which is not known to be available elsewhere.</p>
Section 8: Security/Data Protection arrangements	<p><i>Please explain any additional arrangements for ensuring the security of statistical processes that draw on administrative data other than those listed below eg: any data sharing agreements, relevant legislation.</i></p> <p>Data sharing agreement in place with NHS NSS. Data is encrypted and password protected before it is sent to the NHS IC.</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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