

## 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>	Scottish Government – Scottish Public Pensions Agency (SPPA)
<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 NHS pensions scheme in Scotland. Pension returns are compiled by members, processed by Practitioner Services and details sent to SPPA. Returns are also sent from employers (NHS Boards or practices). The NHS IC receives an extract of this database relating to GPs in Scotland 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 to administer the NHS pensions scheme in Scotland.</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 SPPA with the NHS IC 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 production team. Aggregated data shared with the 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 Scottish Government 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 with the NHS IC annually, c. quarter 3/quarter 4 of the financial year. Issued to TSC for QA July – Sept annually
<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 eg: any data sharing agreements, relevant legislation.</i></p> <p>Data sharing agreement in place between NHS IC and the Scottish Government. Data is encrypted and password protected before it is sent by the Scottish Government 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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