

## NHS Central Register (NHSCR) Governance Board

### Minutes of the NHSCR Governance Board:

#### Twelfth Meeting: 24 October 2013

<b>Present</b>	<b>Organisation</b>
Tim Ellis	Chief Executive, National Records of Scotland (NRS) (Chairman)
Iain Young	National Operation Manager, National Services Scotland (NSS), Practitioner Services Division (PSD)
Muriel Douglas	Head of NHS Central Register, NRS
Dr Janet Murray	NRS Caldicott Guardian, Information Services Division (ISD)
Dr Jules Goodlet-Rowley	Head of Beyond 2011, NRS
Kirsty Maclachlan	Head of Demography, NRS
Dr Eric Baijal	Director of Public Health, NHS Borders
Brian Duffy	e-Health Portfolio Manager, Scottish Government (SG)
Paul Dowie	Director of Shared Service and Customer First, Improvement Service
Irene Henry	NHS Central Register, NRS (minutes)

#### Welcome and introductions

1. The chairman welcomed members to the meeting and all introduced themselves. Apologies were received from Prof Graeme Laurie and Dr Abbe Brown, newly appointed Chair of Privacy Advisory Committee (PAC).

#### Minutes of meeting on 31 July 2012 and matters arising

2. The minutes were approved and there were no matters arising.

#### NHS Central Register (NHSCR) Performance Targets 2012-13 and Objectives 2013-14

3. Muriel Douglas spoke to Paper 1 NHSCR GB 13 01. NHS Central Register (NHSCR) has been very busy as usual, projects that were highlighted were addition of historical postcodes with assistance from Information Services Division (ISD), the over 115 years and the screening for deaths prior to health surveys being posted out.
4. Brian Duffy questioned if the targets set were stringent enough, the Chairman asked Muriel Douglas to review the target with health. Targets were discussed at the NHS CR/ National Services Scotland (NSS) Strategy and Communication Board on 22 October and Practitioner Services Division were content.
5. At this point Dr Murray provided an overview of the three bodies that have responsibility for data sharing in the NHS. They are the Privacy Advisory Committee (PAC), Community Health Index Advisory Group (CHIAG) and the individual Health Board Caldicott Guardians. There has been some work done on a National PAC. Dr Baijal advised that legally the responsibility for data sharing rested with the Data Controller.

**Action:** Muriel Douglas to review Performance Indicators for Health.

## **NHS Central Register Memorandum Trading Account (MTA)**

6. Kirsty Maclachlan spoke to Paper 2 NHSCR GB (13) 02 and highlighted a slight surplus of funds. The MTA is kept under review by National Records of Scotland Finance.

## **Beyond 2011 - Privacy Impact Assessment**

7. Dr Goodlet-Rowley spoke to Paper 3 NHSCR GB (13) 03. The Privacy Impact Assessment (PIA) has been split into 2 parts, the Census or large survey aspect and the Administrative aspects. The Administrative PIA will be circulated to Board members following the meeting for comment. Dr Goodlet-Rowley also noted that prior to the full PIAs being published a 'Safeguarding your privacy' paper would be published. Both papers are in draft and are restricted.
8. The Scottish Longitudinal Study (SLS) Privacy Compliance Check and the Population and Migration Estimates Privacy Compliance Check which had both been discussed at the eleventh meeting were ready for publication.

**Action:** Dr Goodlet-Rowley to circulate papers National Records of Scotland Approach to safeguarding your data and Privacy Impact Assessment to board members. The Board were invited to comment on both papers prior to publication.

## **Beyond 2011 - work**

9. Dr Goodlet-Rowley spoke to Paper 4 NHSCR GB (13) 04 and Paper 5 NHSCR GB (13) 05, highlighting the high linkage rates. Paper 5 NHSCR GB (13) 05 indicated there may be some linkage difficulties due to minority ethnic names. Dr Baijal suggested due to the sensitivity a Formal Equality Impact Assessment should be done. Dr Goodlet-Rowley advised National Records of Scotland (NRS) has started the Equality Impact Assessment EQIa processes for the wider Beyond 2011 programme; Dr Baijal complimented NRS on undertaking this early in the project. NRS will publish a Beyond 2011 Newsletter soon.

## **Improvement Service - update**

10. Paul Dowie spoke to Paper 6 NHSCR GB (13) 06. Highlighted were the ITT procurement with award of contract for new Citizen Account Service to TATA Consultancy Services and the engagement work with Local Authorities on Master Data Management to increase the awareness of Unique Citizen's Reference Number (UCRN) and Unique Property Reference Number (UPRN) for data linkage and on-line authentication. Muriel Douglas highlighted the data sharing limitations encountered with Glasgow Housing Association and potential for opportunities to be lost. The board were advised of the new Caldicott Principle; Presumption to share.

## **NHS Central Register - future look**

11. Kirsty Maclachlan spoke to Paper 7 NHSCR GB (13) 07. National Records of Scotland (NRS) are responsible for the Beyond 2011 Population Spine; as NHS Central Register (NHSCR) is the only currently available source of quality data this will be used as the core dataset. It was noted that England, Wales and Northern Ireland have access to Department for Work and Pensions (DWP) data. 81% of people on the NHSCR are Scottish born this links the UCRN back to the civil registration.

12. Dr Murray advised that for each new linkage the governance should be considered on an individual case basis, not to undermine public confidence in the NHS.
13. The Chairman invited the Board to comment on the proposed amendments to the Data Protection Act which include 'the right to be forgotten'. A short discussion followed.
14. The Board expressed no concerns on the direction National Records of Scotland were taking.

**Any other business**

15. No other business was raised.

**Date of next meeting**

16. The next meeting will be held in April 2014, avoiding Easter, dates to be circulated.