

Subject: Scottish National Entitlement Card Programme

FOI reference: FOI/17/01300

Date received: 13 June 2017

Date responded: 06 July 2017

Information requested:

Information in relation to National Records of Scotland's (NRS) involvement in the operation of the Scottish National Entitlement Card Programme.

NRS Response:

Under the terms of section 17(1) of FOISA (information not held), NRS is not required to provide information which it does not have. NRS does not have the information requested for the reasons explained below.

(1) A list of active policies and codes of practice relating to the role of National Records Scotland in the operation of Scottish National Entitlement Card Programme, including the generation of the Unique Citizen Reference Number.

National Records of Scotland has a Data Controller/Data Processor memorandum of understanding (MOU) with the Improvement Service. This sets out the service requirements and obligations between the Register General of Births, Deaths and Marriages for Scotland and the Improvement Service. This is for the use of the National Health Service Central Register (NHSCR) extract in the delivery of the myaccount service of which the National Entitlement Card (NEC) is a part. We do not have an MOU for the NEC specifically.

The Unique Citizen Reference Number (UCRN) is a non-disclosive 19 digit number (16 digits plus 3 check digits) which is in most cases derived from the NHS number (civil birth registration number) using an algorithm. The decision to implement a UCRN was made following a detailed options appraisal carried out during the specification and development of myaccount's predecessor, the Citizen Account. In carrying out the options appraisal, a group was established to assess proposals for uniquely identifying individuals – this group, which met at the end of October 2002, was restricted to those who were already using a citizen identifier and/or had a positive contribution to make to the development of a model UCRN, membership was drawn from councils, NRS and Scottish Government. Creation of the UCRN is undertaken by the NHSCR team who are part of NRS. The UCRN forms part of the master NHSCR dataset and is provided to Improvement Service as part of the NHSCR extract that is utilised for the myaccount service. As the UCRN is unique to an individual, it gives service providers using myaccount the confidence that they are dealing with the correct individual. Sharing of the UCRN is strictly controlled through the Local Electoral Administration and Registration Services (Scotland) Act 2006 (the LEARS Act). The UCRN can only be shared with a Scottish Local Authority and in this case is being shared with Dundee City Council.

(2) A list of active agreements, arrangements and Memorandum of Understanding, you have with councils, relating to the operation of the National Entitlement Card Programme.

NRS has a Data Sharing Agreement for the necessary sharing of data between the Registrar General of Births, Deaths and Marriages for Scotland and councils for the myaccount service. This covers the whole of the myaccount service and does not relate specifically to the NEC.

(3) A list of active agreements, arrangements and Memorandum of Understanding, you have with the Scottish Government, relating to the operation of the Scottish National Entitlement Card Programme.

NRS does not have a MOU with the Scottish Government in relation to the operation of the NEC.

(4) A list of reviews, or privacy impact assessments you have carried out or received relating to the delivery or operation of the Scottish National Entitlement Card Programme.

NRS has not carried out its own review or privacy impact assessment related to the delivery or operation of the National Entitlement Card programme. The Scottish Government and Improvement Services carried out a privacy impact assessment to which NRS provided input. NRS also participate in regular management team meetings with Scottish Government and the Improvement Service.