



## Birmingham and Solihull Clinical Commissioning Group

### Use of personal information – Invoice Validation

Data Controller	NHS Birmingham and Solihull CCG
Purpose	<p>Hospitals and community organisations that provide NHS-funded care must by law submit certain information to NHS Digital about services provided to you and the population we serve. This information is known as commissioning information. We obtain this information from NHS Digital which relates to patients registered with our general practices. This enables us to plan, design, purchase and pay for the best possible care available for you.</p> <p>Different types of commissioning information are legally allowed to be used by different organisations within, or contracted to, the NHS:</p> <ul style="list-style-type: none"><li>• Information from which we can tell who you are (known as identifiable information) – when disclosed from primary and secondary care services to NHS Digital,</li><li>• Summary information (known as Aggregated information) – we can only receive this information in aggregated form which does not identify you</li></ul> <p>The datasets we receive from NHS Digital are in a format that does not directly identify you. The information may include your age, ethnicity and gender as well as coded information about clinic or accident and emergency attendances, hospital admissions and treatment. We also receive information from the general practices and other local providers within the CCG; this information does not identify you. We use these datasets for:</p> <ul style="list-style-type: none"><li>• Contract/performance management</li><li>• Reviewing the care delivered by providers, to ensure quality and cost effective care</li><li>• Providing statistics on NHS performance, to understand health needs and to help service re-design, modernisation and improvement</li><li>• Planning future services to ensure they continue to meet local population needs</li></ul>

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	<ul style="list-style-type: none"> <li>Reconciling claims for services received in your General Practice</li> <li>Auditing NHS accounts and service</li> </ul>
Type of information used	<p>Type of information used: Identifiable: Name, contact details, date of birth and National Insurance Number.</p> <p>Special Category personal data - health information.</p>
Legal Basis	<p>Article 6(1)(e) – “For the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller” – namely:</p> <p>Section 14R NHS Act 2006 - Duty as to the improvement in quality of services</p> <p>A section 251 approval (CAG 7-07(a)(b)(c)/2013) from the Secretary of State, through the Confidentiality Advisory Group of the Health Research Authority, enables the CCG to process identifiable information for the purpose of invoice validation within a Controlled Environment for Finance.</p> <p>Article 9(2)(h) – “processing is necessary for the purposes of...” “...medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems ...”</p>
How we collect (the source) and use the information	<p>Organisations that provide treatment submit their invoices to the CCG for payment. The nominated secure area (Controlled Environment for Finance) receives additional information, including the NHS Number, or occasionally date of birth and postcode, from the organisation that provided the treatment.</p> <p>NHS Digital sends information into the secure area, including the NHS number and details of the treatment received. The information is then validated ensuring that any discrepancies are investigated and resolved between the Controlled Environment for Finance and the organisation that submitted the invoice.</p> <p>The invoices will be paid when the validation is completed. The CCG does not receive any identifiable information for purposes of invoice validation; however we do receive aggregated reports to help us manage our finances.</p>
Data Processor and Location of Processing	Arden & GEM Commissioning Support Unit and Midlands and Lancashire Commissioning Support Unit process commissioning data on our behalf.

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	Information about how Arden and GEM Commissioning Support Unit uses your information can be found <a href="#">here</a> . Information about how NHS Digital uses your information can be found <a href="#">here</a>
How long will the information be kept for?	We will keep information about invoices and the checks made for 6 years after the end of the financial year they relate to.
Who we share the information with (recipients)	Arden & GEM Commissioning Support Unit.