

## Data Protection: Layer 1 Fair Processing Notice

### Who we are and what we do....

Skills for Care is the Sector Skills Council for adult social care in England. We work alongside people who use services, carers, care workers, employers and other stakeholders to ensure that standards and qualifications are continually adapted to meet the changing needs of people who need care and support, and to plan for future needs.

To do this, we need accurate information about social care providers, the services they offer and their workers. The National Minimum Data Set for Social Care (NMDS-SC Online) is a non-mandatory system, which collects this information throughout England.

### What we ask for....

The NMDS-SC was developed with the Department of Health, the Department for Education & Skills (now Department for Children, Schools & Families) and other major organisations and employer bodies in social care. It was designed to address the chronic lack of information about the social care workforce. The Online system asks for two lots of information:

1. **Organisational data** - things like the numbers of people at the workplace, the jobs they do, numbers of starters and leavers, the range of services offered and the types of service users.
2. **Worker data** - includes the gender, date of birth, National Insurance Number, home post code, ethnic group, disability status, job role, pay, hours worked, sickness absence and qualifications of each worker. **Individuals' names, addresses and contact details are not collected as part of the dataset.**

A full list of the NMDS-SC data items can be found in Appendix C of the NMDS-SC 3<sup>rd</sup> Layer Fair Processing Notice available on the NMDS-SC Online website [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk).

### Why do we want information about individuals?

- We need to avoid counting individual workers more than once, find out how much social care depends on the same people working in different roles and how people move around in the sector. So we encrypt **National Insurance Number** together with **date of birth** to create a unique number for each worker. Because we don't collect names and address, and because some NI numbers are duplicated, this is the best way to distinguish individuals. We have permission from the Department for Work &

Pensions (DWP) to use the National Insurance Number for this purpose only and are not permitted to link it to any other data. We also use **date of birth** to work out how old workers are, which helps to plan for new recruits with the right skills and qualifications.

- **Home post code** is used solely to look at how far people travel to work. We have no interest in finding out where people live.
- **Ethnic group and disability** helps us to understand more about our workforce and how it reflects the culture and diversity of the community it serves.
- The other information gives a detailed picture of the workforce, the work it does and how much it is paid - essential information for future planning at national, regional and local levels.

### What do we do with information we collect?

- Data about individual workers is stored securely and can only be accessed by their own employers and by a small number of Skills for Care's business support and system contractor staff. The information is analysed in aggregated form so neither individual workers nor their workplaces can be identified.
- The analyses show the numbers and types of people delivering services now. They help plans for recruiting people in the future, the qualifications and skills they will need, and in some cases argue for funding. We need to plan now to meet the nation's future social care needs.
- If they chose, CSCI-registered operations may share worker information with the Commission for Social Care Inspection (CSCI) and, when worker registration takes effect, with the General Social Care Council (GSCC), so that it does not have to be completed separately for each organisation.

### Our promise to you...

Skills for Care does not use any information to single out or identify individuals. We have implemented stringent processes to safeguard all information we collect. All collected information is held securely and in compliance with the Data Protection Act 1998. We have a legal duty to keep all information safely and securely and we will not pass your personal data on to anyone else (unless legally required to do so). Individual workers can request their employer to provide them with the information held about them in the NMDS-SC, and to make corrections and changes if required.

#### Skills for Care

Albion Court, 5 Albion Place, Leeds LS1 6JL, United Kingdom [www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

Registered Charity 1079836 Data Protection Act 1998 Data Controller registration no. Z6220820

Skills for Care's nominated representative for the purposes of the Data Protection Act is David Towns, Company Secretary, at the above address

For further information please contact the NMDS-SC Help Line on 0845 873 0129 or email [nmds@skillsforcare.org.uk](mailto:nmds@skillsforcare.org.uk)