

Workforce Intelligence Unit Policy on Data Sharing

Policies and Procedures Manual Volume 1 Section 23

The WIU is collecting data regarding services and staffing, for the purposes of acting in the best interest of the profession. It is anticipated that IPEM and IPEM members will be able to make use of this data. This policy is intended to govern the sharing of that data.

Services:

- type of service,
- geographical location
- provision of services to other organisations
- workload of service provision e.g. no of scanners, linacs or devices supported.

Staffing:

- Number of staff
- WTE worked
- Agenda for change Band/ESR code
- Qualification (e.g. Clinical Scientist/Technologist)
- Age band
- Gender profile

Sensitivity:

Personal Data (Data Protection Act)

The Act regulates the use of “personal data”. To understand what personal data means, we need to first look at how the Act defines the word “data”. Personal data means data which relate to a living individual who can be identified from those data: address, telephone number, personal email address and date of birth are all personal data. Work addresses, including e-mail addresses, are not personal data. The only personal data it is envisaged at present that the WIU will be collecting is Agenda for Change banding for their role, gender, and the respondent’s opinion on the adequacy of staffing. In a small department or for the Head of Department this data alone could identify an individual.

Commercial sensitivity

Nearly all NHS Trusts and Health Boards have need for at least some aspect of the spectrum of MPCE services. Depending on the service, these are either provided in-house, or bought in under a service level agreement.

The Health and Social Care Act (2013), effective in England only, requires commissioners to consider any qualified provider when commissioning services. This requirement has increased competition, and in England there are options for commissioning services from the private sector. Consequently some Trusts are unwilling to share information regarding organisations to which they provide services, fearing aggressive competition from other providers.

Professional sensitivity

It is of critical importance that all information shared is accurate. It could be professionally damaging for inaccurate or incomplete information to be freely shared in the public domain. IPEM recognises this, and this is a key factor in the existence of the unit. The Unit will endeavour to ensure that information is shared only in context, with all necessary explanation attached to any graphs, diagrams or data. It is IPEM's policy to release information in pdf format to ensure that any graphic is not detached from any critical contextual information.

In order to address these sensitivity concerns:

Information regarding service contract support will only be used internally by IPEM to assess coverage of data. This information will not be released to anyone, member or non-member, outside of IPEM office staff.

Workforce information, including gender profile, skills profile, headcount and WTE will only be released at a sufficiently broad descriptor level so as not to make identifications of individual centres or people. It is envisaged that WTE establishment and vacancies will be available to members through interactive maps on the website, and as tables on request.

The nature and type of services provided by each MPCE department will be displayed on an interactive map, available on the member's area of the IPEM website. It is anticipated that the name of the Head of Service will be shown alongside each department. Work addresses are not personal information, and are therefore not covered by the Data Protection Act, and will be supplied to any IPEM member who requires such information in a professional capacity, either to further IPEM's work, or acting in the best interest of the profession.

Requests for information

Requests for information from external bodies, such as responses to Calls for Evidence, are to be considered on a case by case basis by the UK Liaison Group, considering the impact and benefit to the profession. Responses are to be collated by the Workforce Intelligence Unit in the first instance, and approved by UKLG and others as appropriate before submission.

Requests for information from IPEM members may be complied with without further authorisation under the following circumstances:

- IPEM member representing a special interest group needing information to further IPEM's work
 - E.g. NMSIG requesting contact information for all NM Services UK-wide
- IPEM member either alone or representing a special interest group, acting regionally or nationally, believed to be acting in the best interest of the profession
 - E.g. RTSIG requiring vacancy data to support position
- IPEM member for use within own organisation
 - E.g. HoD requesting departmental WTE/profiles (at sufficiently broad descriptor to prevent individual identification) to support application for staffing
- IPEM member for use for academic purposes, e.g. M.Sc. research
 - IPEM may request that publication of IPEM owned data is withheld or delayed

The following data requests will be denied, but brought to the attention of the UKLG:

- External party for commercial gain
 - E.g. equipment manufacturer requesting list of departmental details for marketing purposes

Requests for data, both complied with and denied, will be logged, with reasons. The WIU will make effort to acknowledge a request for information within 7 days, and to provide data, or a further contact, within a further 7 days. The data will be supplied, in pdf format, with a proviso that the information is not to be put in the public domain with IPEM's approval.