

Payments Privacy Notice

Plain English Explanation

Invoice validation is an important process in ensuring that your care is paid for correctly. It involves using your NHS number to check that we are the Integrated care Board (ICB) that is responsible for paying for your treatment. We can also use your NHS number to check whether your care has been funded through specialist commissioning, which NHS England will pay for.

The process makes sure that the organisations providing your care are paid correctly. All information with NHS numbers collected to validate invoices is held within a secure, controlled environment for finance (CEfF) (within/on behalf of) the ICB. The use of personal data by ICBs for invoice validation has been approved by the Confidentiality Advisory Group of the Health Research Authority till 30 September 2022. Further information regarding this can be found here:

<https://www.hra.nhs.uk/planning-and-improving-research/application-summaries/confidentiality-advisory-group-registers/>

We are required by Articles in the General Data Protection Regulations to provide you with the information in the following 8 subsections.

1) Controller contact details	South East London Integrated Care Board 160 Tooley Street London SE1 2TZ https://www.selondonics.org/icb/
2) Data Protection Officer contact details	ICBDPO@selondonics.nhs.uk
3) Purpose of processing personal data	The ICB is processing data for the purpose of ensuring that it makes accurate payments of invoices, and to provide accountability and fulfil their legal obligations.
4) Lawfulness Conditions and Special Categories	The lawful basis for processing, storing and sharing this data are;- Article 6(1)(c) “the processing is necessary for compliance with any legal obligation to which the controller is subject” The ICB does not require access to Special Category data for the purposes of Invoice Validation and will not process data at this level.
5) Recipient or categories of recipients of the shared data	The data will be shared with our external provider into a Controlled Environment for Finance (CEfF). Anonymised data will further be shared with NHS Shared Business Services (SBS) to arrange payment of the invoice.
6) Your Individual Rights	Right to Object You have the right under Article 21 of the UK GDPR to object to your personal information being processed. Please contact the ICB if you wish to object to the processing of your data. You should be

	<p>aware that this is a right to raise an objection, but this does not mean that the ICB will oblige your wishes in every circumstance.</p> <p>Right to Access and Correct Information</p> <p>You have the right to access any personal identifiable data that is being shared and to have any inaccuracies in recorded data corrected.</p>
7) Retention period	<p>The data will be retained for the period as specified in the Records management code of practice and records retention schedule. Records Management Code of Practice - NHS Transformation Directorate.</p> <p>For further information, please contact the Information Governance Team</p>
8) Right to Complain	<p>NHS SEL ICB is committed to ensuring that your data is managed and processed lawfully and securely, however if you require an further support, please contact the organisation's Data Protection Officer at: ICBDPO@selondonics.nhs.uk</p> <p>If, however, you are not satisfied that your query has been resolved, you have the right to contact the Information Commissioner to lodge a complaint, and you can contact them at this link: https://ico.org.uk/global/contact-us/ or by calling their helpline on 0303 123 1113 (local rate) or 01625 545 745 (national rate).</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website).</p>