**Invoice Validation**

|  |  |
| --- | --- |
| **Purpose** | Invoice Validation ensures that providers receive the correct funding for the health and care services they provide.  Invoices, with supporting information, are submitted to the Integrated Care Board (ICB) for payment, but before payment can be released, the ICB needs to ensure that the activity claimed for each patient is their responsibility. These invoices are validated within a special secure area known as a Controlled Environment for Finance (CEF), to ensure that the right amount of money is paid, by the right organisation, for the treatment provided. The process followed ensures that only the minimum amount of information about individuals is used by a very limited number of people and is designed to protect confidentiality |
| **Type of Information** | Identifiable (NHS number, date of birth or postcode) and Special Category (health information)  Anonymous information. |
| **How we will collect and use the Information** | Organisations that provide treatment submit their invoices to the ICB for payment. The 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.  [NHS Digita](https://digital.nhs.uk/)l 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. The invoices will be paid when the validation is completed.  Aggregated reports which are anonymous are produced to help manage our finances. |
| **Who we will share the information with.** | Information will not be shared outside of the ICB. |
| **Legal Basis for Processing Personal Data** | 6(1)(e)processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;  **Processing of Special Categories of Data**  9(2)(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in [paragraph 3](https://gdpr-info.eu/art-9-gdpr/)  Schedule 1 part 1 (2) of DPA 2018 for ‘Health or Social Care Purposes’ |
| **Common Law Duty of Confidentiality** | A [section 251](https://www.hra.nhs.uk/about-us/committees-and-services/confidentiality-advisory-group/legal-frameworks/) 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 ICB to process identifiable information for the purpose of invoice validation within a [Controlled Environment for Finance](https://www.england.nhs.uk/ig/in-val/). |
| **Data Processors** | NHS Shared Business Services is contracted to provide services. |
| **Your Rights** | * To be informed about the processing of your information (this notice) * Of access to the information held about you * Have the information corrected in the event that it is inaccurate * To restrict or stop processing * Object to it being processed or used * Not to be subject automated decision-taking or profiling * Invoice Validation has been granted an exemption from the National Data Opt-Out by the Confidentiality Advisory Group |
| **How long we will keep the information** | Your personal data will be deleted from our systems and files in line with the Records Management Code of Practice 2021.  [Records Management Code of Practice - NHS Transformation Directorate (nhsx.nhs.uk)](https://www.nhsx.nhs.uk/information-governance/guidance/records-management-code/)  Invoices are retained for 6 years after the end of the financial year to which they relate. |