

Privacy Notice – Invoice Validation

1) Controller contact details	NHS North East London (NEL) 4th Floor – Unex Tower 5 Station Street London E15 1DA www.northeastlondon.icb.nhs.uk
2) Data Protection Officer contact details	NHS NEL DPO nelondonicb.ig@nhs.net .
3) Purpose of the processing	To enable NEL to ensure accurate payment of invoices. 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 CCG 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 processed 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) Rights to object	You have the right to object to some or all the information being processed under Article 21 of GDPR. Please contact the Controller for more information. You should be aware that this is a right to raise an objection, which is not the same as having an absolute right to have your wishes granted in every circumstance. Under the Confidentiality Advisory Group review 10 October 2017, the requirement to oblige with patient objections from the flow of information to Controlled Environments for Finance (CEfF) which are required to support invoice validation was removed.
7) Right to access and correct	You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have accurate medical records deleted except when ordered by a court of Law.
8) Retention period	The data will be retained in line with the law and national guidance. National NHS Records Code of Practice Retention Schedule , or contact NEL
9) Right to Complain.	You have the right to complain to the Information Commissioner’s Office, you can use this link https://ico.org.uk/global/contact-us/ or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate) There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)