ASC CLD Frequently Asked Questions

The Adult Social Care Client Level Data (ASC CLD) has a dedicated webpage, found HERE, which contains information supporting local authorities with the onboarding and data submission process, IG requirements & information alongside other key artefacts.

This document provides links, information and resources for some of the areas where issues and questions commonly arise.

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1. Information Governance

Q1. Does my Local Authority need to provide Privacy Information about the ways and what we collect, use, store and manage information about individuals that we provide services for?
A1. Yes, it is a legal requirement under GDPR and Information Commissioner's Office (ICO) guidance and the 2018 Data Protection Act.

Q2. How much detail should we provide to our Service Users and local citizens about the personal data we share with NHS Digital, how it is processed and how it is used?
A2. The level of detail provided is, to a large extent, reflects the individual approach that each Local Authority has to its IG communications, transparency, and Privacy Policy. However, Local Authorities are encouraged to implement best practice guidelines set out by the ICO.

Q3. Is there a standardised approach or any templates that help us to understand what information we should share and how?
A3. Yes. The ICO guidelines and links and supporting information set out in this briefing provide a best-practice framework and guidance to promote a standardised approach for implementing Privacy Information.

Q4. Do National Data Opt Outs (NDOP) apply to the ASC data Local Authorities flow to NHS Digital?
A4. No. As the data flows under Directions and a Data Provision Notice, opt outs do not apply so all the data can be submitted for all clients.

Further information can be found here - https://digital.nhs.uk/services/national-data-opt-out/operational-policy-guidance-document/policy-considerations-for-specific-organisations-or-purposes#7-10-nhs-digital

Q5. Do National Data Opt Outs (NDOP) apply to the ASC data NHS Digital disseminate out under Data sharing agreements (DSAs)?
A5. No. Whilst data disseminated is 'pseudonymised' patient level, it is anonymised (in line with the ICO code of practice on anonymisation) so that the data is no longer personal confidential data. Therefore, NDOPs do not apply to NHS Digital (DSCRO) disseminations as they only apply to the disclosure of confidential patient information for purposes beyond individual care across the health and adult social care system in England.

Further information can be found here - https://digital.nhs.uk/services/national-data-opt-out/operational-policy-guidance-document

Q6. What do I need to know about NHS Digitals Privacy Notice and statutory duties?

A6. NHS Digital has statutory duties that include:

- collecting and publishing health and care information
- providing national technology for health and care services
- producing information standards
- improving the quality of health and care information and data
- publishing national indicators for health and care
- giving advice and support to health and care organisations on information and cyber security
- providing the Data Security and Protection Toolkit for care organisations to assess how well they are handling information and data.

As such, the NHS Digital public-facing website sets out 'What we collect', 'Types of Information' and 'Legal responsibilities':

http://content.digital.nhs.uk/article/4963/What-we-collect

The Privacy Notice available on the NHS Digital website describes the activities that NHS Digital undertakes upon personal data, including those relating to the Pilot Adult Social Care Data Set. This data set is also referenced in the Privacy Notice for the Personal Demographics Service.

NHS Digital collects and analyses this data under s254 and s255 of the Health and Social Care Act. The organisation is also required to publish Directions and/or Requests issued to them under the Health and Social Care Act 2012 and all active Directions and Requests issued under the Health and Social Care Act 2012 are publicly available.

NHS Digital maintains a data dissemination register which is publicly available. The register includes the legal basis for dissemination and contains information extracted from the relevant Data Sharing Agreement regarding the purposes of use of data being shared. Data disseminations are subject to review by the Independent Group Advising on the Release of Data, minutes of meetings are published on the NHS Digital website.

Any individual can make a Subject Access Request and NHS Digital has a duty to comply under the Data Protection Act. Full details of how to make a request is available for individuals on the public facing website at:

https://digital.nhs.uk/about-nhs-digital/corporate-information-and-documents/publication-scheme/how-to-make-a-subject-access-request

2. Data Landing Portal (DLP) & Submissions

NHS Digital's **Data Landing Portal (DLP)** allows data to be transferred securely between organisations through a centrally managed system. This will be the method used for Local Authorities to submit their data specification.

For guidance on registering for an account/signing up and submission instructions please read *'ASC Local Authority DLP Registration & data submission guide'* found HERE

To access the DLP use this link https://dsp-portal.digital.nhs.uk/

Q1. How long does it take for a Data Landing Portal (DLP) account to be created by NHS Digital?
A1. The SLA (turnaround time) is 30 days for a new account to be created for a Council.

Q2. I am unable to access the Data Landing Portal despite requesting access and activating my account
**A2.** **Step 1** Firstly check that you are using this link https://dsp-portal.digital.nhs.uk/
with either Edge or Chrome Extension as the web browser. You may need to contact your local ICT team if these browsers are not supported or restricted by firewalls

Step 2 Check that you have fully registered and activated your NHS identity account via

https://idm.nhsidentity.spineservices.nhs.uk/#register/

(If there are other users within your organisation who need to use DLP, please get them to register for an NHS Identity as well using the same link.)

Step 3 Still unable to access the DLP page and getting this error message:
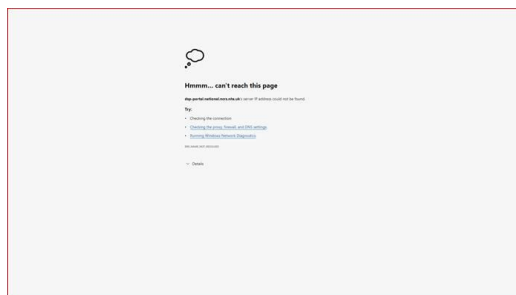

This is likely a local issue with the DNS. Please contact your local IT Support first and to ensure that the below HTTPS IP addresses port 443 provided below are allowed:

- *155.231.8.13*
- *155.231.8.79*
- *155.231.63.89-93*
- *155.231.63.121-125*

Step 4 If steps 1 to 3 have not resolved the issues with DLP access then please contact agem.adultsocialcare@nhs.net for further support.

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Q2. I am getting the following validations error when I upload my data to the DLP. What is the problem?
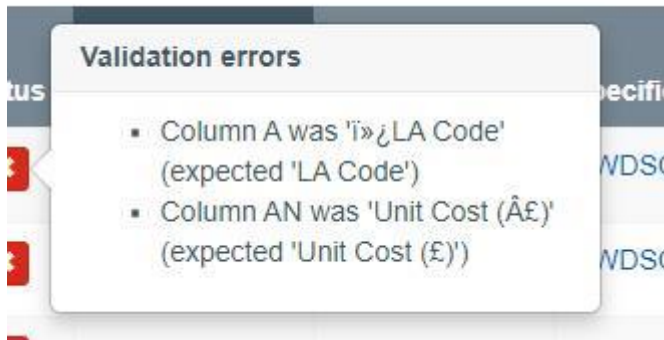
A2. Check that the column headers in your file all match exactly to the headers found in the DLP template (found Here in the 'Data Landing Portal' section). 'Copy & Paste' of Row 1 will ensue that there are no differences.

Ensure the file is saved as a new .csv (Comma delimited) copy (see screen shot below), then attempt to upload the file to DLP again.

If the upload still fails, please contact agem.adultsocialcare@nhs.net for further assistance

Q3. How do new/other members of the team get a DLP account?
A3. Once one person from your council is registered with the DLP any further users can use this link to request their own DLP access account *https://idm.nhsidentity.spineservices.nhs.uk/#register/*

Q4. Is it possible to automate the process of uploading my submissions to the Data Landing Portal?

A4. Yes, there is functionality available to automate submissions through the DLP. This is done via MESH. You can access a MESH guidance document via this link https://digital.nhs.uk/services/data-landing-portal.

You can either use a HSCN connection or there is an option to connect via the public internet, mentioned here https://digital.nhs.uk/services/message-exchange-for-social-care-and-health-mesh#why-use-mesh

Any queries regarding MESH or HSCN connections will need to be directed to the National Service Desk (NSD) at ssd.nationalservicedesk@nhs.net

3. Linked health and ASC data

Q1. What health data will I potentially be able to see linked with the Adult Social Care data once I am able to submit ASC CLD?

A1. Below is a link that takes you to NHS Digitals webpage which lists all available commissioning datasets under the heading "ICB Commissioning". If you scroll further down the page you will find links for each dataset that allows you to access more information on each dataset and what it contains

Please click HERE

Q2. How do I get access to linked, pseudonymised ASC and health data?

A2. We will enable this process for you, working with your local CSU. Please contact agem.adultsocialcare@nhs.net in the first instance.