<u>Re-Use of Public Sector Information</u>

NHS National Services Scotland (**NSS**) is a public organisation in Scotland created by section 10 of the National Health Service (Scotland) Act 1978 (the **1978 Act**)**.** It is one of the organisations which forms part of NHS Scotland (**NHSS**). The legal name of NSS is "The Common Services Agency for the Scottish Health Service".   NSS complies with the requirements of the Re-use of Public Sector Information Regulations 2015 (and any amendments thereto) ("the Regulations") by:-

- Encouraging the re-use of the information we publish (provided it is not exempted or containing personal information) by implementing the terms of the [Open Government Licence] and compliance with the terms and conditions of the licence and the requirements of the Copyright, Designs and Patents Act 1988.
- Ensuring Data will be accessible and re-usable, and where possible, machine-readable.
- Providing information on charging and how to make a complaint.

We are open and transparent, and treat all applications to re-use in a fair and non-discriminatory way. You are free to:-

- Copy, publish, distribute and transmit the information on our website (except for logos and insignia)
- Adapt the information
- Exploit the information provided this is not done commercially

And you must identify us as the source of the information.

Use of personal information by NSS in its public role

Under the 1978 Act and associated legislation, such as the National Health Service (Functions of the Common Services Agency) (Scotland) Order 2008, the Scottish Government allocates NSS various tasks (or functions as they are described in the legislation). These tasks are allocated to NSS with a view to helping to promote the improvement of the physical and mental health of the people of Scotland and assisting in operating a comprehensive and integrated national health service in Scotland. NSS considers that performance of these tasks (functions) is in the public interest.

In the course of performing these tasks, NSS often requires to collect, use or disclose identifiable data about individuals.

This statement provides individuals with information in relation to the tasks which NSS performs in the public interest, all of which may involve collecting, using or disclosing personal data.

The Regulations require public bodies to define their "public task" setting out the body's core role and functions.

The tasks allocated to NSS by the Scottish Government are very broadly described in the legislation. NSS is divided into five different strategic business units, each of which is responsible for carrying out a different area of the functions of NSS. Those five strategic business units, and the tasks they perform on a day to day basis in the public interest, are summarised below. Such tasks are performed for the benefit of NSS and for the benefit of those organisations that make up the NHSS

and as well as for other designated organisations, including integration joint boards, local authorities, other public bodies and government departments.

Procurement, Commissioning and Facilities (**PCF**)

PCF helps improve efficiency and obtain value for money. PCF:

- buys goods and services for NHSS bodies, operates warehouses to store goods, provides distribution services and manages NHSS' fleet of vehicles;
- conducts national screening programmes such as for pregnant women;
- organises specialist medical services and networks for specialist care
- gives advice to NHSS organisations on procurement, construction and facilities management;
- advises on healthcare facilities; and
- coordinates NHSS' sustainability policy and drives energy efficiency.

Central Legal Office (**CLO**)

CLO provides specialist legal advice and assistance in areas of law relevant to the public sector. CLO advises on matters such as litigation, employment law, property law, and commercial contracts.

Digital and Security (DaS)

DaS provides specialist Information and Communications Technology (**ICT**) support services and expertise. In doing this, it:

- advises on existing and new technology including use of cloud services;
- provides ICT based project management;
- manages ICT systems throughout their lifecycle by developing, testing and supporting systems; and
- provides ICT infrastructure, such as service helpdesks.

Scottish National Blood Transfusion Service (**SNBTS**)

SNBTS is the specialist provider of transfusion medicine in Scotland, making sure that blood, tissue and cells are available when patients need them. SNBTS:

- manages blood donation and transfusion, as well as tissue and organ donation, in Scotland;
- provides clinical services such as blood banking;
- conducts and contributes to research;
- provides training and education; and
- conducts specialist testing.

Practitioner and Counter Fraud Services (**PCFS**)

PCFS supports payments and patient registration for NHSS services, and detects and prevents fraud in NHSS. It also operates the Scottish Health Service Centre. To do this, PCFS:

- pays General Practitioners, Pharmacists, Dentists and Opticians for providing NHSS services;
- registers patients across NHSS services;

- distributes flu vaccines to GPs;
- administration of the infected blood payments scheme;
- delivers fraud prevention services, detects fraud, and investigates and reports fraud; and
- operates a conference and training centre and provides event management services.

In addition, NSS has corporate functions such as Finance and Human Resources which support the business units.

For further information, please see our [Framework Document](#) with the Scottish Government.

The Regulations require public bodies to provide an asset register. An information asset is information that a public body produces, holds or disseminates that is of interest or value to itself and potentially to re-users and an information asset register is a register of these information assets. NSS has an information asset register which can be accessed on request. NSS have publicly produced a publication scheme which can be accessed to show the types of information we hold.