This leaflet is for anyone employed by the GP practice. It explains what you need to know about the General Practice Data Collection and why we are collecting the data.

What is the General Practice Data Collection Tool?

The General Practice Data Collection Tool collects information on general practitioners and practice employees including their earnings/income, their working patterns and time worked, and the expenses of running a practice.

This information is collected by Information Services Division (ISD), which is part of the NHS in Scotland and looks after a variety of health information for the NHS. ISD is part of a Strategic Business Unit of NHS National Services Scotland (NHSNSS). NHSNSS is a public organisation created in Scotland under Section 10 of the National Health Service (Scotland) Act 1978.

Why is this information being collected?

ISD has been commissioned by the Primary Care Division of Scottish Government to collect data to support the General Medical Services (GMS) contract negotiations and Primary Care Workforce Planning.

Providing this information is a contractual obligation for GP practices. This information is being collected to understand the costs of running a GP practice and the time worked by staff. This will provide data to support the negotiations on the next phase of the GP contract.

What personal information will the General Practice Data Collection hold about me?

The information collected includes some personal information about you.

- Age and sex.
- NI number – only collected to support data cleansing/checking for duplicate records and then removed.
- Salary/earnings.
- Hours/sessions worked.
- GP Practice expenses/costs.
- Reason for leaving a job.

Names can be recorded to aid data entry by the practice. This information is then removed before data is submitted.

Is the information safe?

Yes. ISD have to comply with the law to use your personal information. All information is stored in ways that comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 on computers that can only be accessed with secure passwords and by authorised individuals. ISD staff are bound by data protection legislation and confidentiality rules. Only trained ISD staff with specific security access can see any personal information.
Who uses the information?

ISD staff managing the General Practice Data Collection collate and check the information. Aggregated, summary information will then be shared with those involved in negotiating the new GP contract – the Scottish Government and the Scottish General Practitioners Committee (SGPC) of the British Medical Association (BMA). Aggregated information on working hours or sessions, demographics and reasons for leaving a job will also be used as part of ISD’s workforce survey report. The reports that ISD publish will not contain personal or financial information or identify any individuals.

The personally identifiable data collected for informing negotiations will be destroyed once the negotiating process has concluded and it is considered that the data is no longer needed. When the negotiations are considered concluded it will be agreed between SGPC and SG. Aggregate data may continue to exist in official documents (for example, a new contract offer or official records).

Your Rights

Data Protection law gives you rights over how we use your personal details. These and other more detailed information can be found in our Data Protection Notice, available here: https://www.isdscotland.org/Health-Topics/General-Practice/GP-Data-Collection-Tool/_docs/GP-data-protection-notice-191121.pdf

Where can I get more information?

You can contact the GP Data Collection team by emailing:

nss.gp_data_collection_tool@nhs.net

or by writing to:

GP Data Collection
NHS National Services Scotland
Information Services Division
Area 143c
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB

Accessibility and translations

If you need this information in another format or a community language, please contact:

Email: NSS.EqualityDiversity@nhs.net
Tel: 0131 275 7457
Text relay: 01800 275 7457
Website: http://contactscotland-bsl.org/reg/