



Transformation and  
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To

CCG Accountable Officers  
CCG Senior Information Risk Owner  
CCG Chief Financial Officer

Publications Gateway Reference 04969

Dear Colleague

**Update on processing of personal data for invoice validation**

NHS England has published the guidance on how invoices must be processed and the appropriate submission of supporting documentation that contains Personal Confidential Data (PCD). It has been reiterated on several occasions that PCD should not be passed onto NHS Shared Business Services (SBS) for the purposes of invoice validation for NHS patients. Healthcare providers and other suppliers have been advised to send the relevant supporting documentation (“backing data”) to the CCG’s nominated secure environment. Further details can be found at: <https://www.england.nhs.uk/ourwork/tsd/ig/in-val/>

NHS England has been working with NHS SBS to introduce a new mechanism within the Integrated Single Finance Environment (ISFE) system, which will identify suppliers who submit PCD for invoice validation purposes. The new mechanism will allow all commissioners to reject invoices that contain PCD and the invoice will subsequently be returned to the supplier. The commissioner is responsible for alerting and advising their suppliers that the invoice has been rejected and work with them to ensure that submissions are made through the appropriate route in the future.

Commissioners have a duty to detect report and investigate any incidents of where a breach of confidentiality has been made.

This mechanism is now in place and as of 1<sup>st</sup> April 2016 NHS England will be formally reporting and monitoring all breaches of PCD, after informing the relevant Commissioner if breaches are persistent the ICO will also be informed.

Operational guidance for the new mechanism in the Non PO Invoice Approval system (ISFE) accompanies this letter with step-by-step details on how it must be utilised.

OFFICIAL

If you have any queries regarding the system and new mechanism please contact SBS on: <http://nww.sbs.nhs.uk/contact.html> or contact 0303 123 1177

For any other invoice validation queries please contact:  
[england.invoicevalidation@nhs.net](mailto:england.invoicevalidation@nhs.net)

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Ming Tang', with a stylized flourish at the end.

Ming Tang  
Director, Data and Information Systems  
Transformation & Corporate Operations, NHS England