

# ASYE statement of anonymisation and confidentiality (revised July 2023)

The guidance on anonymisation and confidentiality has been updated following advice from Skills for Care's Data Protection Consultant. The guidance aims to comply with the data minimisation principle that only the required information must be processed in an activity. If the data is not strictly required, the legislative framework imposes a limitation to process personal data. The guidance covers three situations.

## **1. Portfolios submitted to an organisation's internal panel**

An organisation should provide guidance for their NQSWs and assessors on its requirements in relation to the anonymisation of personally identifiable data in the portfolio.

The NQSW's portfolio is to include, at the beginning, a statement of confidentiality and confirmation from the NQSW that they've anonymised the portfolio in accordance with their organisation's requirements on protecting confidentiality.

Additionally, good practice would suggest that in the approach to anonymisation of portfolio evidence an organisation should consider how they could eliminate or minimise the risk of bias in the internal panel processes.

## **2. Portfolios submitted to an external partnership moderation panel**

An organisation submitting evidence to an external moderation partnership must ensure the anonymisation of evidence to the standard of confidentiality required by their organisation's policies and procedures.

## **3. Portfolios submitted to the national quality assurance panel**

An organisation submitting evidence to the national quality assurance panel should ensure the anonymisation of personal data in a way that individuals would not be able to be identified by the personal information in the evidence submitted to the panel.

When contacted by Skills for Care, organisations submitting evidence sets will be provided with specific guidance on the anonymisation standard.