

eMBED Registration Authority

Request for Information - Date of Birth and NI Number

There are currently over a 1.3 million smartcard users registered in the Care Identity System (CIS) and this number is predicted to rise in the coming years. In order to minimise the potential risk of duplicate users and ensure that the data held is accurate and up to date NHS Digital plan to review the user data base in 3 ways:

1. Review and close “ghost users” who are no longer active
2. Close users with a long period of inactivity, users with no smartcards, and users with no photos held in the system
3. Require all users to have their Date of Birth and National Insurance Number recorded in CIS.

eMBED Registration Authority has a duty to ensure data held within CIS is up-to-date. This is part of DPA1998 Principle 4 which can be found [here](#). As part of their duty the RA team are now requesting that the following are updated if it is missing from a user profile:

1. Date of Birth
2. NI number
3. Photograph (if the users appearance has changed or the photo does not meet national standards we now apply when a re-print is requested)

The team will ask for this information when:

1. A new or replacement smartcard is requested
2. Amendments are requested to a user’s access i.e. position added or removed.
3. An audit or review is undertaken for an organisation

This updated information can be updated by the RA ID Checker directly on to the users profile in CIS or they can provide this information to the RA team who will input this information.

As NHS Digital review the user database, with the above additional information we can ensure that no user profiles are closed incorrectly as it will display recent activity and show that the profile is in use.

As a team we also use the NI number as a search functionality this is useful when there are users with the same name and DOB. The NI number is the only unique identifier of an individual. Reviewing a name, DOB and NI of user returning to the NHS can prevent duplicate profiles being created.

Q&A

Why are you requesting NI numbers when this is not a compulsory field when registering new users?

NI numbers can be used for duplicate checking and is the only unique identifier for a user when searching for users with the same name and/or DOB. RA Agents, RA ID Checkers and Sponsors need to be able to accurately duplicate check users when managing the smartcards and assigning access.

Why do I have to do this?

As a Registration Authority we have delegated the RA ID Checking, Sponsor and Unlocker access to organisations so they can manage the smartcards within their organisation on site.

What if the user does not know or cannot produce a document with their NI number?

As the users employer you should have the NI number on file for payroll purposes.

Why do we have to complete this for existing users who have had their smartcard for a long time?

Existing users registered pre-February 2015 are not exempt from retrospective Identity Checks. If identity check standards and practices have strengthened and improved over time or are significantly different then retrospective identity checking should be repeated. (NHS Employers Identity Checks September 2017)

Where can I find the national guidance/policy documents that relate to this request? See below

[Data protection Act 1998 Principle 4](#)

[2017/18 Data Security and Protection Requirements](#)

[Smartcard Terms and Conditions](#) (can be viewed on the quick links in CIS)

[RA Operational and Process Guidance](#) (page 13)

[NHS Employers ID Check Standard](#)