

Chapter 21 – Sharing Of Work Programme Management Information with Local Authorities

This section covers:

- Management information that may be shared with local authorities
- The requirement for local authorities to sign a confidentiality agreement
- How to ensure that individual data cannot be identified from the shared management information
- Background and further information

Management information that may be shared with local authorities

Management information you are allowed to share with local authorities includes;

- Management Information on referrals and attachments, including data on volumes.
- Management Information on job starts, including data on volumes.

Management information containing volumes data for job outcomes or sustainments may NOT be disclosed.

Management information for job outcomes and sustainments may only be presented as percentage breakdown by payment group e.g. proportional data on job outcomes or sustainment outcomes (e.g. x% of outcomes are for payment group y, z% of outcomes are for people who have a disability).

You may choose whether or not you choose to share management information with a local authority in the contract package area in which you deliver Work Programme provision.

The requirement for local authorities to sign a confidentiality agreement

Prior to sharing any information, you must ensure that the local authority that you propose to share information with has agreed to and signed the confidentiality agreement provided below.

You must also identify the local authority representative who will be responsible for ensuring that the confidentiality agreement is maintained.

- [Local Authority Confidentiality Agreement](#) 

How to ensure that individual data cannot be identified from the shared management information

You must ensure that when sharing management information individual personal data cannot be identified.

To ensure this you must round any data to the nearest 20.

If the data has row and column totals there is a chance that the unrounded figures could be deduced. Therefore any totals should be recalculated after the rounding has been done.

Rounding the data reduces the risk of comparison between different tables and reports leading to disclosure of personal information. If using ad-hoc or bespoke reports there is a greater risk that comparing tables would disclose personal information.

In some circumstances, where unrounded cell sizes are small, this can make the rounded totals very different to the actual totals. In these circumstances the low cell size of the unrounded data could mean it is also of little value as MI. In these circumstances, consider whether the data needs breaking down into as much detail as was initially considered.

Background and further information

You must indicate clearly to the local authority which information has been published and is in the public domain, and which information is internal MI for the local authority only.

It is recommended that providers engage with local authorities to identify what Management Information they may want and how and when the information will be shared.

You may suspend data sharing with any or all local authorities at any point, without prior approval from DWP.

DWP may require providers to suspend the sharing of Work Programme management information with any or all local authorities at any point and is particularly likely to do so if the information shared is disseminated to any other recipients other than those permitted by the terms of a provider's contract and the confidentiality agreement.