Terms and Conditions for data held within the EFM Information system

This document sets out terms and conditions for organisations access to data held by the Health and Social Care Information Centre (HSCIC) prior to its official publication. It covers all data from the estates and facilities collections collected via the efm-information system.

Because the data are being made available, via various reports, before the data is officially published by the HSCIC, there are some constraints on the use of this data. These constraints are explained below.

These terms and conditions do not apply to data from collections for previous years which are already available in the public domain, via the Hospital Estates and Facilities Statistics, HSCIC and data.gov websites.

By agreeing to these terms and conditions you are personally granted access to the restricted data in the efm-informations system and the available reports. You can then share them with colleagues within your organisation for internal management purposes only and to help you undertake local benchmarking.

You must:
- Use or present data with full understanding of its shortcomings and limitations.
- Use data for management purposes only i.e. to support the day to day management and operation of your organisation or for local decision making.

You may:
- Run, download or print individual documents, reports or other items available within the efm-information system.
- Share this information for management purposes within your organisation as long as you use the following restricted marking: “This data are intended for internal use only for management information in line with the efm-information system terms and conditions.”

You must not:
- Remove any copyright notices or other notices contained in materials run/downloaded from the efm-information system.
- Circulate outside of your organisation.

Examples of acceptable and unacceptable uses are provided below:

Acceptable use:
- Use data for management purposes only i.e. to support the day to day management and operation of your organisation and/or to help fulfil local decision making/enable benchmarking.
- Using or presenting the data with full understanding of its shortcomings and limitations.

Unacceptable use:
- Promoting performance of your organisation including releasing statements such as favourable or unfavourable.
- Reference to the data in public documents.
- Release of any of the data into the public domain.
- Public comment on the data.
- Sharing the data with other organisations.
Please note that this ONLY applies to the restricted efm-information on-going collections data and is necessary to preserve the integrity of official statistics. As soon as the collections data is released into the public domain through the HSCIC’s publication process, these restrictions are no longer applicable.

Accidental or wrongful release must be reported to the HSCIC promptly and may need to be reported to the National Statistician which could lead to an inquiry and may affect the future availability of data. Release includes indications of content, such as “favourable” or “unfavourable” comments. Contact statistical.governance@hscic.gov.uk for further advice.

Job titles of those granted access for management purposes are not routinely published, but the list may be made public on request.

The HSCIC will not share your contact information with any non-NHS/commercial organisations unless required to do so by law i.e. the Freedom of Information Act.

**Permission to re-use is subject to the following conditions:**

- You must acknowledge the source and our copyright in cases where you supply the information to others; "Copyright © 2014, Re-used with the permission of the Health and Social Care Information Centre. All rights reserved."
- You must reproduce the information accurately, without amendment or alteration.
- You must not use the information in a misleading way.
- You must not use the information for the principal purpose of advertising or promoting a particular product or service.
- Ensure that you do not use the information in a way that suggests any official status or that the HSCIC endorses you or your use of the information.
- You should be aware that different terms and conditions may apply to your use of third party information on this website.
- Ensure that your use of the information does not breach the Data Protection Act 1998 or the Privacy and Electronic Communications (EC Directive) Regulations 2003.

**Freedom of Information Act 2000**

If you receive a request for information under the Freedom of Information Act 2000 which would include data obtained from the efm-information system you must advise us of the request and proposed response, allowing us sufficient time to provide you with our view on disclosure.

The HSCIC reserves the right to undertake an audit to ensure that all terms and conditions are being abided by.