# How to Register for the DCC (QRG)

There are two ways of becoming a member of the Data Controller Console club:

1. An Organisation requesting to join the DCC
2. An Organisation is invited to join the DCC

1. Organisation requesting to join the DCC

1. Launch the DCC application with the given URL (https://datacontroller.london). The login screen is displayed

2. Click on **Register New Organisation** (Register New Organisation) button. The 'Welcome to the Data Controller Console' page is displayed with the Terms and Conditions and Privacy Policy

3. Once you have read and understood the Terms and Conditions and Privacy Policy, scroll to the bottom and click the **Next** (Next) button to continue with registration. An 'Organisation Codes' dialog window is displayed, prompting you to enter an ICO registration number and a ODS Code

4. Enter your organisation's '**ICO Reg No**' and '**ODS code**' in the respective fields and click **OK** (OK) to submit

   a. If an '**ODS code**' is entered, a 'Contact' window will be displayed, which may show the organisation's Caldicott Guardian details. User account creation and login permissions can be selected and set in this screen

      Update all the required fields in the 'Contact' screen, and click **Update** (✓ Update) at the bottom right of the window to complete

   b. If no '**ODS Code**' is entered, you will be taken to the organisation registration page

5. Under 'Organisation Profile Details' section in the registration page, complete the mandatory fields; **Organisation Name**, **Organisation Type**, **Organisation Region** and whether the organisation **Provide direct care** from the drop-down menus

Note: *If 'Local Authority' is selected from the* **Organisation Type** *field, there will be an additional field of* **Role Category** *for each contact being added.*

6. Under 'Organisation Contacts' section, click on the **Add New Contact** (

) button

7. A 'Contact' window is displayed

8. Populate the fields accordingly then click the **Update** (✓ Update) button. To create a user account please see section 'Error! Reference source not found. **-** Error! Reference source not found.**'**

9. Under the 'Organisation Tagging' section, click inside the 'Services provided' box; once you start filling this box in, the preloaded services should pop-up, please select the available services that your organisation provides

10. Click inside the 'Boroughs serviced' box, again start writing the boroughs that your organisation provides services to and select the appropriate borough. To select everything on the list, click 'All London Boroughs' tag at the top

Note: *A search query for an individual borough will bring up your organisation in the search result as you have indicated that you provide services to 'All Boroughs'.*

11. If a service you provide isn't listed, please use the 'Additional Services' text box to enter free-text which is up to 40 characters

12. Under 'Accreditations' section, click the **Add New Accreditation** (+ Add New Accreditation) button, an 'Accreditation' window is displayed

13. Select the **Accreditation Type** from the drop-down pick list, populate the fields accordingly then select the **Update** (✓ Update) button

Note: *Some accreditation Types will require additional information from you.*

Related Documents

✎ Upload New ⟵ (14)

Other Information

14. Under 'Related Documents' section, click the **Upload New** (✎ Upload New) link. A 'Provide details' window is displayed

Provide details   ✕

Title   Enter a title (if left blank the filename will be used)

Description   Provide a short description of the document.   (15)

Category   Select an optional category...   ▾

                        Choose File...   (16)

                                          Max file size: 20240 KB

15. In the 'Provide details' dialog box that opens up, populate the fields accordingly

> **Note**: There is a maximum file size limit of 20MB.

16. Click the **Choose File** (Choose File...) button and attach a file

17. Click the **Next** (Next) button at the bottom of the page and the 'Terms and Conditions and Privacy Policy' screen will be displayed

18. Read the Terms and Conditions and Privacy Policy by scrolling down the page, then at the end of the page select the checkbox titled '*I agree with the Data Controller Charter for NHS London Region*'

19. Click the **Accept** (Accept) button at the bottom of the page. A screen is displayed with the message 'Thank you for your interest in the Data Controller Console.' and outlining the next steps

Data Controller Console

NHS London Region

Thank you for your interest in the Data Controller Console.

You have accepted the terms and conditions on membership to the exchange for sharing information across London these include acceptance of legal and joint risk management between organisations across London.

What happens next? *The Regional Super User (RSU) will receive the application, review and accept / reject the application.*

2. Organisation is invited to join the DCC

1. An Organisation being invited will receive and email invitation with the title 'Invitation to join the Data Controller Console'

①

Your organisation 'Trinity Trust' has been invited to join the Data Controller Console so that you can participate in data sharing with other organisations.

You will need to confirm your organisation's details to complete the registration process. Please access the details here.

②

Regards

Data Controller Administrator

NHS (London Region)

NHS

2. Click the link in the email to access the terms and condition and privacy policy screen

Data Controller Console   **NHS** London Region

Welcome to the Data Controller Console

The Data Controller Console provides organisations with the ability to join a trusted information sharing domain and to access and use a range of tools to control the flow of information. To create an account click [Next].

Terms and Conditions and Privacy Policy

TERMS OF USE

1.   Acceptance
By ticking the box to indicate that you accept these terms, you are:
1.1. agreeing to enter into a legally binding contract on behalf of the entity you have indicated in the registration form ("Organisation");
1.2. warranting that you have the necessary authority to enter into this contract on behalf of the Organisation, that the Organisation meets the eligibility criteria (see section 3.1 below), and that you have not knowingly given any false, incorrect or misleading information in your registration form.

2.   The Agreement
2.1. The Portal is operated by NHS Waltham Forest Clinical Commissioning Group, of Kirkdale House, 7 Kirkdale Road, E11 1HP ("we", "us" and "our"). Your point of contact in respect of any queries, comments, complaints or issues in respect of this Agreement or the Portal (see definitions below), is: London Digital Programme ("LDP") at the following email: england.dccsupport@nhs.net ("Contact"). From this section 2.1 of these terms of use onwards, references to "you" and "your" mean the Organisation. You acknowledge that LDP may exercise any of our rights set out in this Agreement on our behalf.
2.2. These terms of use, together with the privacy policy ("Privacy Policy") available at www.datacontroller.london ("Agreement"), set out the terms between us and you for the use of the data controller console web portal at www.datacontroller.london (the "Portal")

You will be presented these Terms and Conditions at the end of the registration process for you to accept.

Next

3. Read the terms and conditions and privacy policy then click the **Next** (Next) button if you want to continue with registration

4. Please ensure that your organisation's '**ICO Reg No**' and '**ODS code**' in the respective fields are correct

5. Under 'Organisation Profile Details' section in the registration page, make sure that the mandatory fields; **Organisation Name**, **Organisation Type**, **Organisation Region** and whether the organisation **Provide direct care** from the drop-down menus are correct

Organisation Contacts

+ Add New Contact

Name	Role	Email	Phone	Mobile	Create a login?	

6. Under 'Organisation Contacts' section, click on the **Add New Contact**

   (+ Add New Contact) button to add additional contacts within your organisation who will be responsible for managing the information sharing agreements for your organisation

7. A 'Contact' window is displayed

Note: The **Role Category** field is only available if the organisation type is marked as **Local Authority**.

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8. Populate the fields accordingly then click the **Update** (✓ Update) button. To give the contact login privileges please see section 'Error! Reference source not found. **-** Error! Reference source not found.'

9. Under the 'Organisation Tagging' section, click inside the 'Services provided' box; once you start filling this box in, the preloaded services should pop-up, please select the available services that your organisation provides to

10. Click inside the 'Boroughs serviced' box, again start writing the boroughs that your organisation provides services to and select the appropriate borough.

11. If a service you provide isn't listed, please use the 'Additional Services' text box to enter free-text which is up to 40 characters

Accreditations   12

+ Add New Accreditation

Type	Date	Reference	Rating	Notes	

12. Under 'Accreditations' section, click the **Add New Accreditation** (
    + Add New Accreditation) button, an 'Accreditation' window is displayed

Accreditation   ×

    Type   Please Select...   ▼
                                                              13
    Notes

                                               ✓ Update   ⊘ Cancel

13. Select the **Accreditation Type** from the drop-down pick list and populate the fields
    accordingly then click the **Update** (✓ Update) button

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*Note: Some accreditation types will require additional information such as Inspection Date
and Rating for OFSTEAD.*

Related Documents

✎ Upload New   14

Other Information

14. Under 'Related Documents' section, click the **Upload New** (✎ Upload New) link. A
    'Provide details' window is displayed

15. In the 'Provide details' dialog window that opens up, populate the fields accordingly

Note*: There is a maximum file size limit of 20MB.*

16. Click the **Choose File** (Choose File...) button and attach a file

17. Click the **Next** (Next) button at the bottom of the page and the 'Terms and Conditions and Privacy Policy' screen will be displayed

18. Read the Terms and Conditions and Privacy Policy by scrolling down the page then at the end select the checkbox titled *'I agree with the Data Controller Charter for NHS London Region'*

19. Click the **Accept** (Accept) button at the bottom of the page. A screen is displayed with the message 'Thank you for your interest in the Data Controller Console.' and outlining the next steps

What happens next? *The Regional Super User (RSU) will receive the application, review and either accept / reject the application. The Caldicott Guardian will be notified via email.*