How to Register for the Data Controller Console

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

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

Organisation Requesting to Join the DCC

1. Launch the DCC application with the given URL (https://dcc.lhcie.nhs.uk). The login screen is displayed

1. 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

Healthy London Partnership

2. 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 'ICO' dialog window is displayed, prompting you to search for an ICO registration number

ICO

An Information Commissioner's Office registration number is required. You can search either by ICO number or name. If you cannot find the organisation, please email us and we will assist.

Search Type   ○ ICO Reference ● Name

Name Search Type   ● Starts with ○ Contains (much slower)

Search Term   [   ]

                                                    Search   Cancel

3. If you know your organisation's '**ICO Reg No**' leave the Search Type radio buttons with ICO Reference selected otherwise select the Name radio button

4. When Name is selected as the Search Type a secondary set of Name Search Type options is displayed, select as appropriate

5. In the Search Term field, enter either your organisation 'ICO Reg No' or organisation name

6. Click the Search button

7. If you cannot find your organisation, please click the email link for assistance

8. The search results are displayed, and if the correct organisation has been returned, click the Select button adjacent to your organisation

ICO

An Information Commissioner's Office registration number is required. You can search either by ICO number or name. If you cannot find the organisation, please email us and we will assist.

Search Type   ○ ICO Reference ● Name

Name Search Type   ● Starts with ○ Contains (much slower)

Search Term   [test   ]

Organisation	Reference	
TESTON & WATERINGBURY NURSERY GROUP	Z1270559	Select
TESTERWORLD LTD (2008846)	Z1533551	Select
TEST INSPECT LTD (5299500)	Z1767802	Select
TEST MATCH EXTRA.COM LIMITED (6871221)	Z1768199	⚠
TESTPLANT EUROPE LIMITED (6673424)	Z2495841	Select
TESTING CIRCLE LIMITED (5597367)	Z2886867	Select
TESTWOOD WORKING MENS CLUB	Z341859X	Select

                                                    Search   Cancel

9. If the correct organisation is not displayed check and edit the Search Term and search again

10. The Organisation Profile screen is displayed and under the 'Organisation Profile Details' section in the registration page, complete the mandatory fields; **Organisation Name**, **Organisation Type**, **Organisation Region, Postcode** and whether the organisation **Provide direct care** from the drop-down menus. Also add the **ODS Code** if known

11. At the top of the Organisation Contacts section, any issues with the contacts are highlighted, all issues must be resolved before you can proceed with the registration

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*Note: If 'Local Authority' is selected from the **Organisation Type** field, you will need to complete an additional field of **Role Category** for each contact.*

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12. Under 'Organisation Contacts' section, click on the **Add New Contact** (+ Add New Contact) button

13. A 'Contact' window is displayed

14. Populate the fields accordingly then click the **Update** (✓ Update) button. Repeat steps 12-14 until all Contact issues have been resolved. To create a user account please see section 'Error! Reference source not found. **-** Error! Reference source not found.**'**

Organisation Tagging

Services provided ⓘ   15

| Dental × |

Additional Services   Record free-text service here up to 40 characters.   16

Boroughs serviced   17

| Enfield × |

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

16. 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

17. 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'.
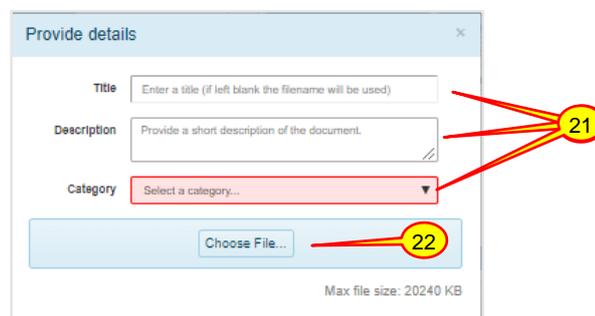
Accreditations   18

+ Add New Accreditation

Type	Date	Reference	Rating	Notes

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

Accreditation   ×

Type   Please Select...   ▾

Notes   19

✓ Update   ⊘ Cancel

19. 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.
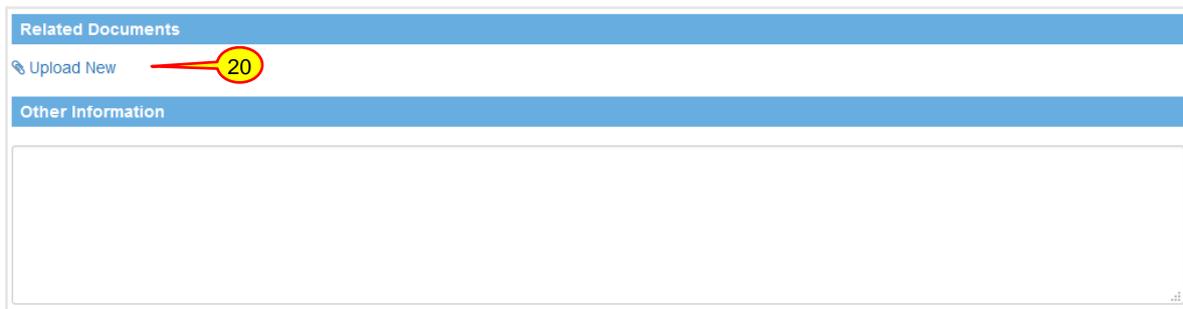
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Related Documents

✎ Upload New ⟵ 20

Other Information

20. 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)	⟶ 21
Description	Provide a short description of the document.	
Category	Select a category... ▼	

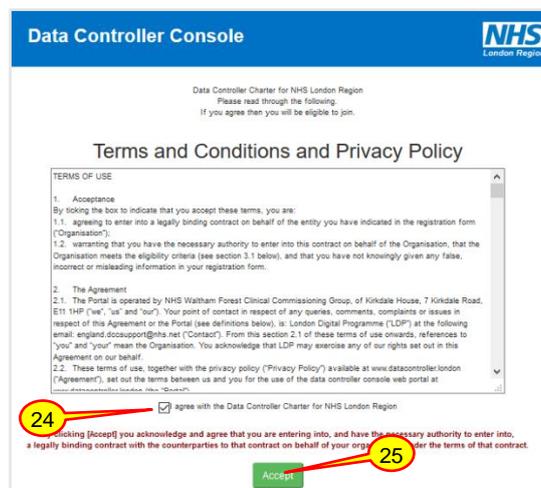Choose File... ⟵ 22

Max file size: 20240 KB

21. In the 'Provide details' dialog box that opens, populate the fields accordingly, the Category field is mandatory, and you cannot proceed until it is populated

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

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

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

Data Controller Console **NHS** London Region

Data Controller Charter for NHS London Region
Please read through the following.
If you agree then you will be eligible to join.

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")

☑ I agree with the Data Controller Charter for NHS London Region ⟵ 24

By clicking [Accept] you acknowledge and agree that you are entering into, and have the necessary authority to enter into, a legally binding contract with the counterparties to that contract on behalf of your organisation under the terms of that contract.

Accept ⟵ 25

24. 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*'

25. 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.

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'

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.

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].

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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, Postcode** and whether the organisation **Provide direct care** from the drop-down menus are correct
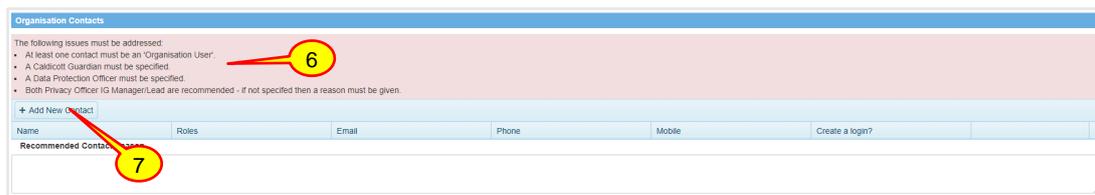

6. At the top of the Organisation Contacts section, any issues with the contacts are highlighted, all issues must be resolved before you can proceed with the registration

> **Note:** All organisations must meet the following requirements when adding contacts:
> - At least one contact must be an 'Organisation User'
> - A Caldicott Guardian must be specified
> - A Data Protection Officer must be specified
> - Both a Privacy Officer and an IG Manager/Lead are recommended
>   - If they are not specified, then a reason must be given in the field below

7. 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
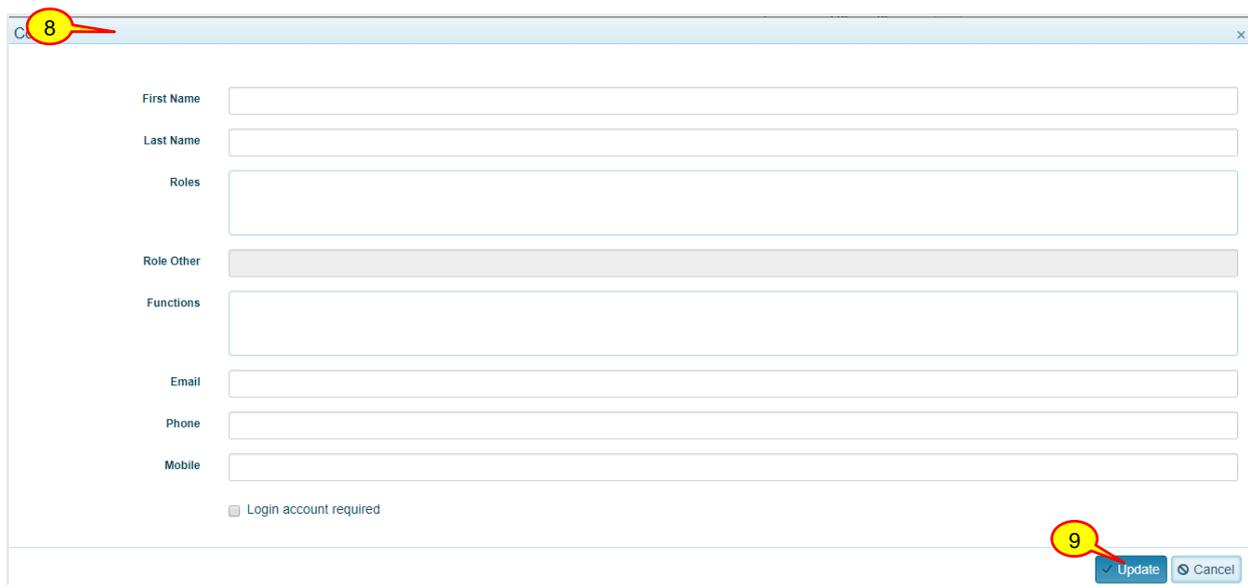
8. A 'Contact' window is displayed

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

9. 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.'

10. 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

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

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

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

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

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Related Documents

📎 Upload New ← 15

Other Information

15. 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)
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Category	Select a category.... ▼

16

Choose File... ← 17

Max file size: 20240 KB

16. In the 'Provide details' dialog window that opens, populate the fields accordingly, the Category field is mandatory, and you cannot proceed until it is populated

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

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Data Controller Console   **NHS** London Region

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20 → Accept

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19. 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*'

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Data Controller Console

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