

## Data Controller Console

# How to Register for the DCC

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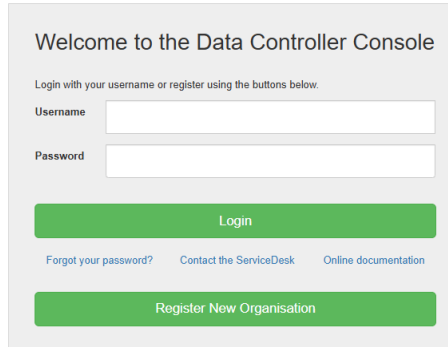
## How to Register for the DCC

This Quick Reference Guide covers the following topic:

1. Registering an organisation on the Data Controller Console

Follow the steps below to complete your application:

1. Open the DCC using this link: <https://app.datacontroller.org.uk/>
2. The Login page is displayed




The screenshot shows the 'Welcome to the Data Controller Console' login page. It includes a header with the title, a sub-header 'Login with your username or register using the buttons below.', and two input fields for 'Username' and 'Password'. Below these fields are two green buttons: 'Login' and 'Register New Organisation'. At the bottom, there are three links: 'Forgot your password?', 'Contact the ServiceDesk', and 'Online documentation'.

3. Click the Register New Organisation button
4. The Welcome screen is displayed and the Terms and Conditions of using the DCC are displayed. Please note that you will need to agree to these terms and conditions at the end of this registration.
5. Scroll to the bottom of the screen and click the Next button
6. The Organisation search window is displayed
7. Ensure that the Search Type is set to ICO Reference
8. Type your **ICO Registration number** in the Search Term and click the Search button
9. The search should return your organisations details with a Select button at the far right followed by a warning sign to indicate that this ICO Registration has already been used at least once
10. Click the Select Button
11. The Organisation Profile screen is displayed with the details from the ICO Registration automatically filled in.
12. Ensure the **Organisation Name** shows the common name for your organisation
13. Choose the appropriate entry from the Organisation Type dropdown menu
14. Choose the correct **ICB** from the Organisation ICB dropdown menu
15. Ensure the **Postcode** showing is the one for your organisation and not the ICO registration owner
16. Select as appropriate for Provide direct care?
17. Enter your **ODS Code** in the ODS Code text box
18. You now need to add a few contacts and specify their access level (see Appendix 1) and specific roles (see Appendix 2)
19. To add a contact for your organisation, click the +Add New User
20. The Contact window is displayed


## How to Register for the DCC



A screenshot of a 'Contact' form. The form has a title bar with 'Contact' and a close button. It contains several input fields: 'First Name', 'Last Name', 'Roles', 'Role Other', 'Functions', 'Email', 'Phone', and 'Mobile'. Below these fields is a checkbox labeled 'Login account required'. At the bottom right, there are two buttons: 'Update' and 'Cancel'.

21. Populate the fields accordingly
22. Click the Login account required check box
23. Select the required access level
24. click the **Update** (  ) button.
25. Repeat steps 19-21 until all new contacts have been added
26. The Organisation Tagging section should be completed as appropriate:
  - a. Enter the services your organisation offers here
  - b. Click inside the 'Boroughs serviced' box, 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 if you have indicated that you provide services to 'All Boroughs'.

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

A screenshot of the 'Data Controller Console' interface. At the top is a blue header with 'Data Controller Console' and the NHS London Region logo. Below the header, there is a section titled 'Data Controller Charter for NHS London Region' with a sub-header 'Please read through the following. If you agree then you will be eligible to join.' The main content area is titled 'Terms and Conditions and Privacy Policy' and contains a scrollable box with the following text:

**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 1RP ("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.docsupport@nhs.net](mailto:england.docsupport@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](http://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](http://www.datacontroller.london) ("Portal").

☒ agree with the Data Controller Charter for NHS London Region

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.

At the bottom, there is a green 'Accept' button.

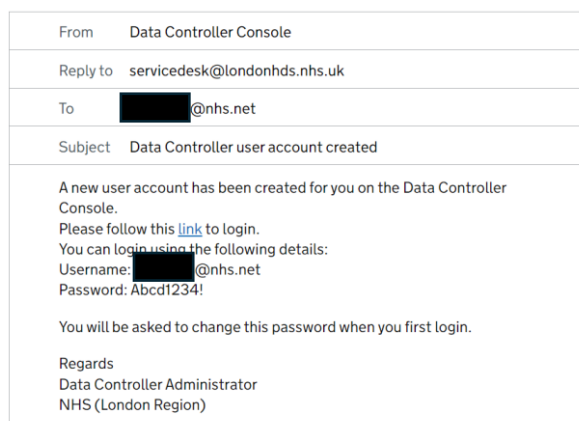
29. Read the Terms and Conditions and Privacy Policy by scrolling down the page, then at the end of the page select the checkbox titled 'I agree with the Data Controller Charter for NHS London Region'
30. Click the Accept (  ) button at the bottom of the page
31. A screen with the message 'Thank you for your interest in the Data Controller Console.' and outlining the next steps



**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.

1. What happens next
  - a. Once your application has been approved you will receive an email like the one below:






- b. Click the link to finalise setting up your login account for the DCC

## Appendix 1

### Organisation User Types

## How to Register for the DCC

 <b>Organisation Super User</b> <i>(OSU)</i>	<p>Key roles of the Organisation Super Users are to manage their organisations ISAs (in conjunction with Active Users) and manage the creation of the User Accounts associated with their organisation. This user has access to ALL functionality It is expected that every organisation will have a minimum of two Organisation Super Users to facilitate appropriate management and access to the DCC.</p>
 <b>Active User</b> <i>(AU)</i>	<p>A key role of the Active User is to manage the organisations ISAs on a day-to-day basis.  This user has access to functionality for: Viewing all organisation details and Create ISA, Update ISA, Remove ISA and upload documents.</p>
 <b>View Only User</b> <i>(VOU)</i>	<p>This user has access to functionality for viewing the organisation details, viewing ISAs and extracting some reports.</p>

### Appendix 2

#### Minimum requirement of roles for the DCC

Your list of contacts needs to contain the following

- At least one OSU level user (more than one OSU is recommended)
- A Caldicott Guardian
- A Data Protection Officer
- A Privacy Officer (recommended but do have opt out)
- An IG Manager/Lead (recommended but do have opt out)

Note: One user can have multiple roles on the DCC