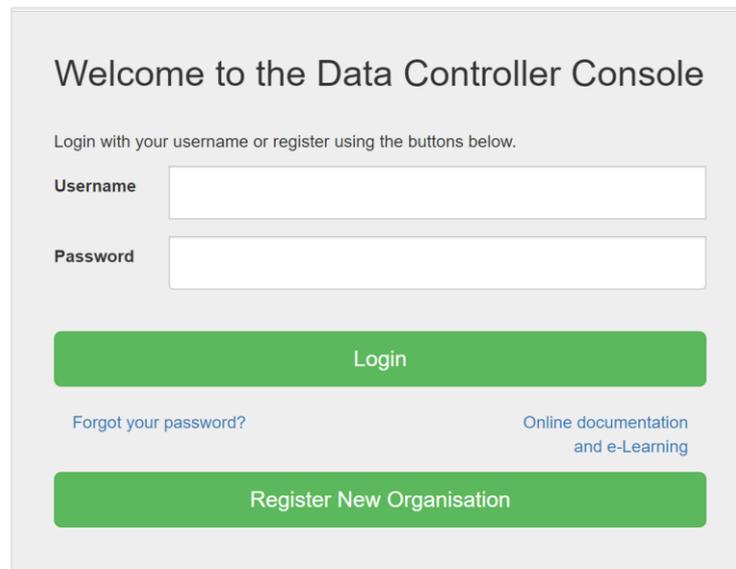


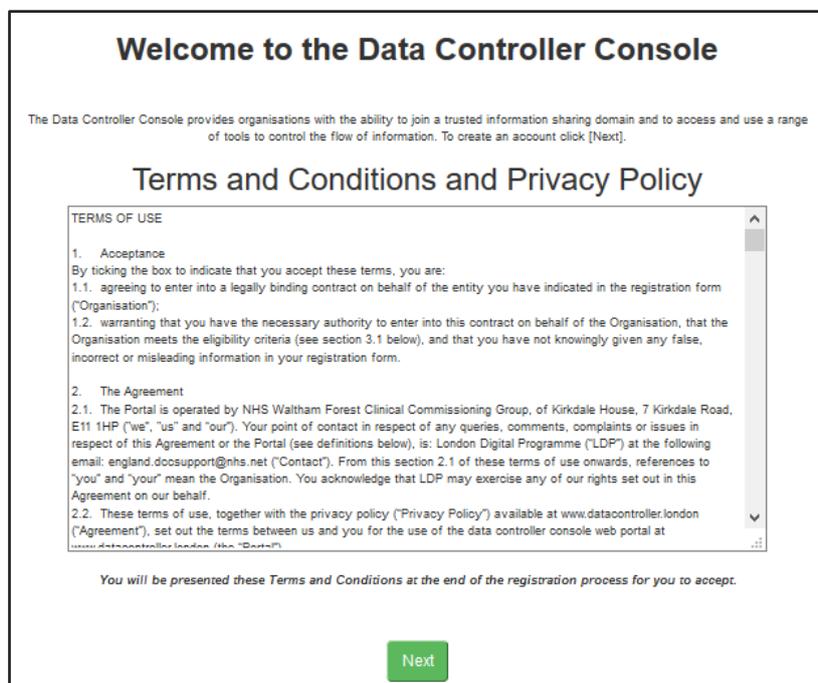
1. Organisation Requesting to Join the DCC

1. Launch the DCC application with the given URL (<https://app.datacontroller.org.uk>). The login screen is displayed



The screenshot shows the login interface for the Data Controller Console. At the top, it says "Welcome to the Data Controller Console". Below this, there is a prompt: "Login with your username or register using the buttons below." There are two input fields: "Username" and "Password". Below the input fields are two green buttons: "Login" and "Register New Organisation". There are also two links: "Forgot your password?" and "Online documentation and e-Learning".

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



The screenshot shows the "Terms and Conditions and Privacy Policy" page. At the top, it says "Welcome to the Data Controller Console". Below this, there is a paragraph: "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].". Below this, there is a section titled "TERMS OF USE". The text in this section is as follows:

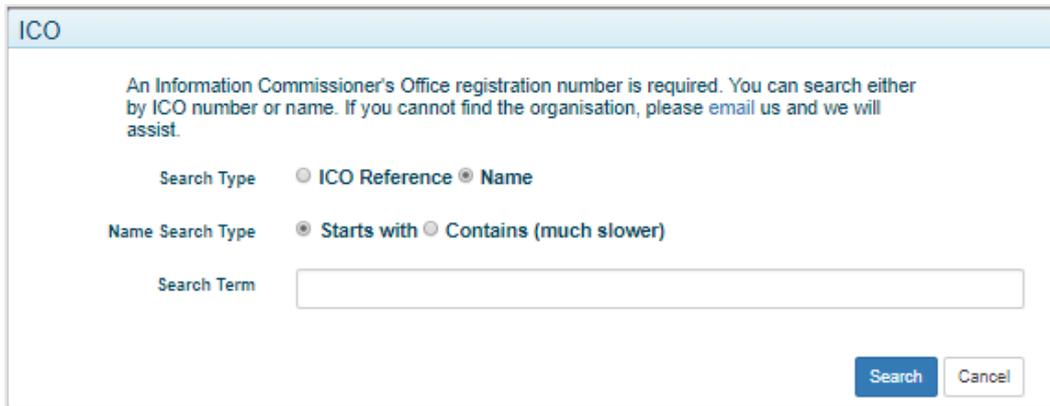
1. Acceptance
By ticking the box to indicate that you accept these terms, you are:
1.1. agreeing to enter into a legally binding contract on behalf of the entity you have indicated in the registration form ("Organisation");
1.2. warranting that you have the necessary authority to enter into this contract 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 "Data").

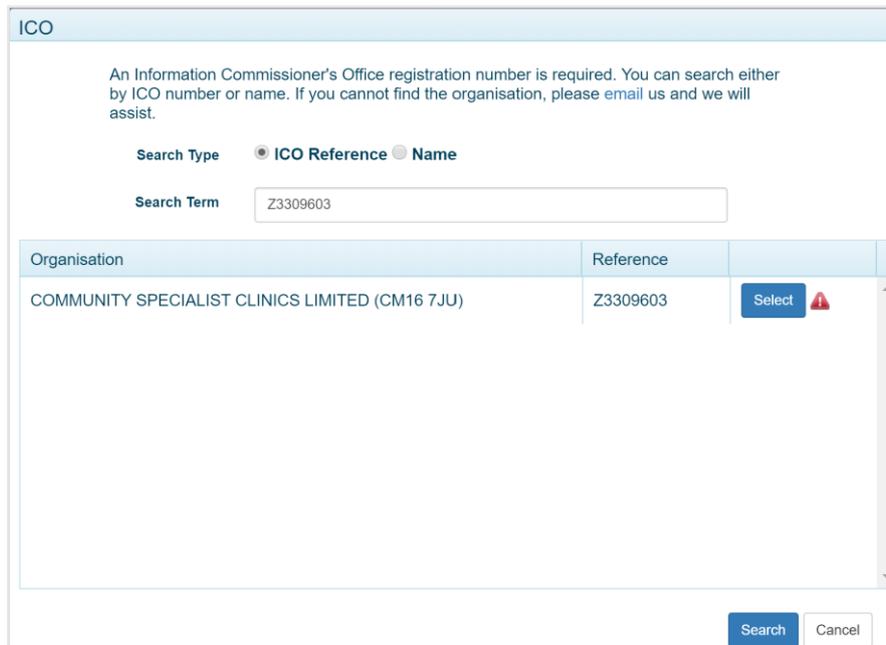
At the bottom of the page, there is a green button labeled "Next".

3. Once you have read and understood the Terms and Conditions and Privacy Policy, scroll to the bottom and click the **Next** () button to continue with registration. An

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



4. 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
5. When Name is selected as the Search Type a secondary set of Name Search Type options is displayed, select as appropriate
6. In the Search Term field, enter either your organisation 'ICO Reg No' or organisation name
7. Click the  button
8. If you cannot find your organisation, please click the email link for assistance
9. The search results are displayed, and if the correct organisation has been returned, click the  button adjacent to your organisation



Organisation	Reference
COMMUNITY SPECIALIST CLINICS LIMITED (CM16 7JU)	Z3309603

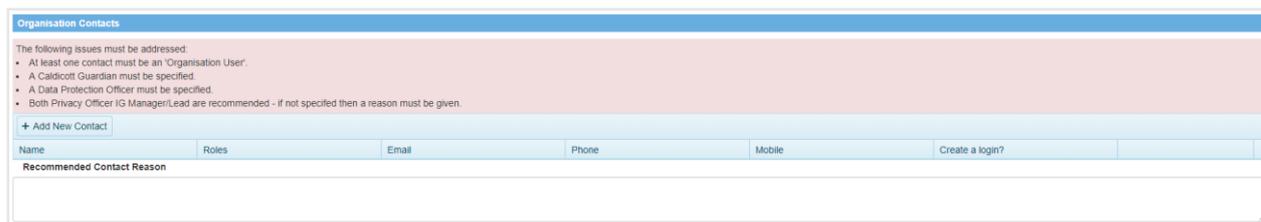
Caution: The red warning triangle to the right of the select button shows that this ICO code has already been used and selecting it will require information on why you are reusing the

ICO code. The RSU who will accept or refuse your application will contact you on this before proceeding..

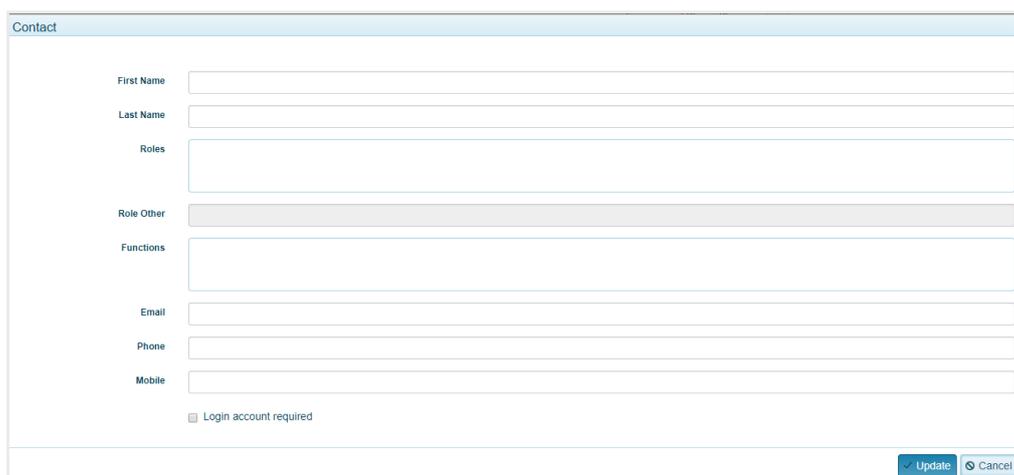
10. If the correct organisation is not displayed check and edit the Search Term and search again
11. The Organisation Profile screen is displayed and under the 'Organisation Profile Details' section in the registration page, complete the mandatory fields; **Organisation Name, Organisation Type, Organisation CCG, Postcode** and whether the organisation **Provide direct care** from the drop-down menus. Also add the **ODS Code** if known and a reason why the ICO code is being reused if needed.



12. 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



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



14. A 'Contact' window is displayed
15. Populate the fields accordingly then click the **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.'

16. **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.

17. 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

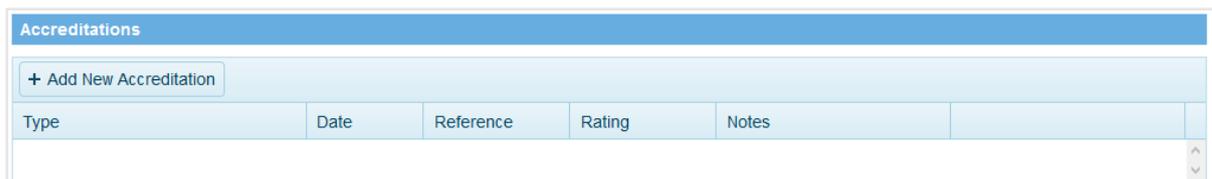


18. If a service you provide isn't listed, please use the 'Additional Services' text box to enter free-text which is up to 40 characters

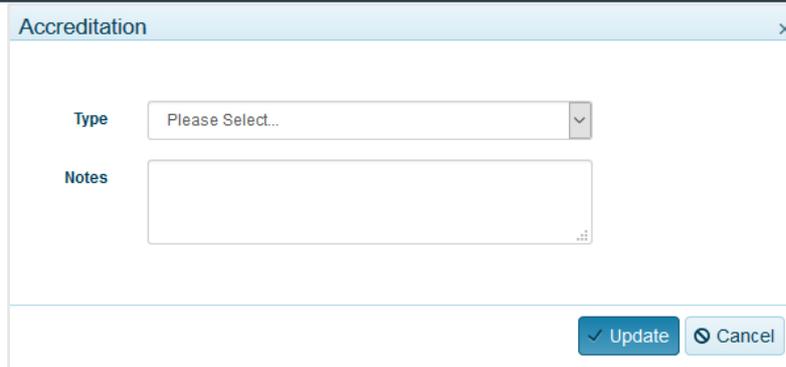
19. Click inside the 'Boroughs serviced' box, again start writing the boroughs that your organisation provides services to and select the appropriate borough. To select everything on the list, click 'All London Boroughs' tag at the top

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

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

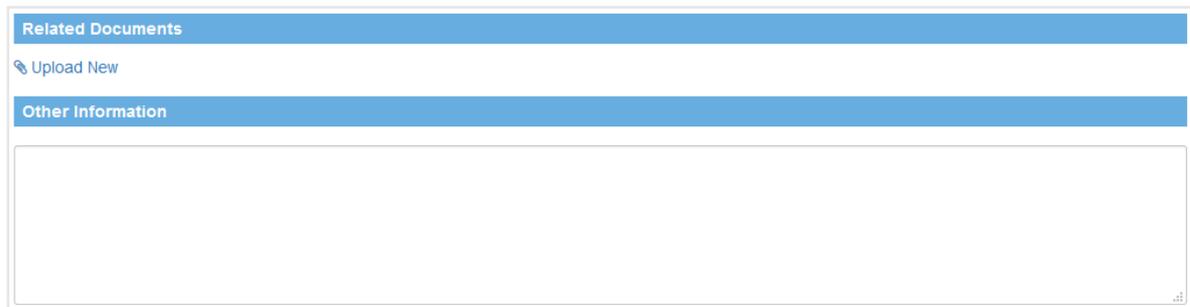


21. Select the **Accreditation Type** from the drop-down pick list, populate the fields accordingly then select the **Update** () button

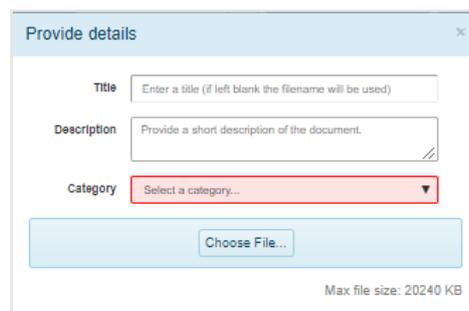


Note: Some accreditation Types will require additional information from you.

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

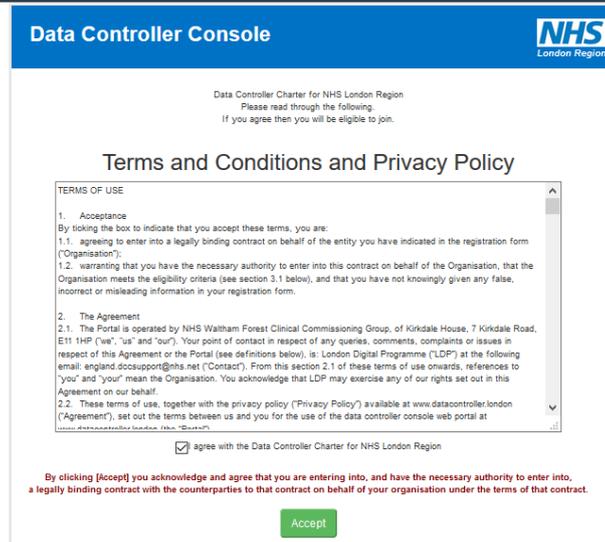


23. In the 'Provide details' dialog box that opens, populate the fields accordingly, the Category field is mandatory, and you cannot proceed until it is populated



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

24. Click the **Choose File** () button and attach a file
25. Click the **Next** () button at the bottom of the page and the 'Terms and Conditions and Privacy Policy' screen will be displayed
26. 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'



The screenshot shows the 'Data Controller Console' header with the NHS London Region logo. Below the header, it says 'Data Controller Charter for NHS London Region' and 'Please read through the following. If you agree then you will be eligible to join.' The main content is titled 'Terms and Conditions and Privacy Policy' and contains a scrollable box with the following text:

TERMS OF USE

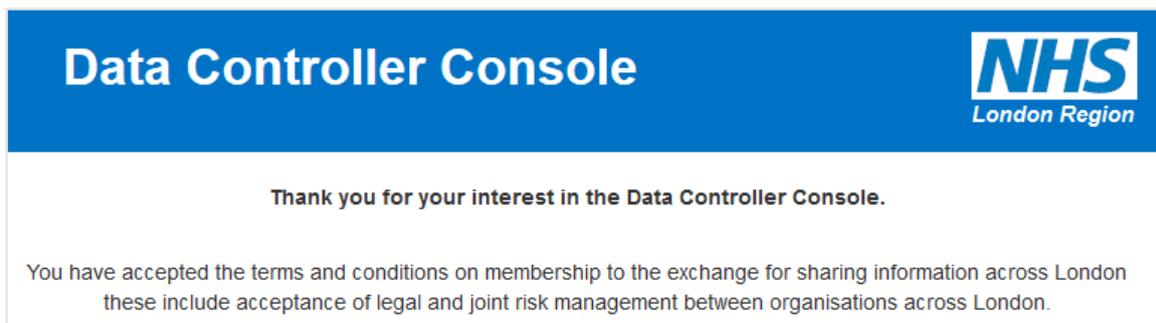
1. Acceptance
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1.2. warranting that you have the necessary authority to enter into this contract on behalf of the Organisation, that the Organisation meets the eligibility criteria (see section 3.1 below), and that you have not knowingly given any false, 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.

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.

27. Click the **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



The screenshot shows the 'Data Controller Console' header with the NHS London Region logo. The main content area has a blue background with the text: 'Thank you for your interest in the Data Controller Console.' Below this, it says: '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.