

Data Controller Console

How to Register for the DCC as a PCN

September 2024



How to Register for the DCC as a PCN

This Quick Reference Guide covers the following topics:

1. What are the Two main types of PCN
2. Registering a Legal Entity on the DCC
3. Registering a PCN as a Partner Organisation
4. What happens next

1. What are the Two main types of PCN

Legal Entity

The first type of PCN is the easiest to register with the DCC. It is a legal entity and is registered with the Information Commissioners Office (ICO) and has its own registration number and certificate.

This type of organisation can be registered with the DCC using the normal request to join process which is covered in a separate quick guide.

Partner Organisation

The second type of PCN is not a legal entity and is connected back to one organisation or more. These could be:

- Lead GP Practice within the PCN
- A group of practices within the PCN
- A GP Federation

2. Registering a Legal Entity on the DCC

1. This type of PCN can be registered with the DCC using the normal request to join process which is covered in a separate quick guide.

3. Registering a PCN as a Partner Organisation

As a Partner Organisation the PCN will not have its own ICO registration and will need to receive permission from the partner organisation to reuse its ICO code and for the Partner organisation to accept responsibility for the PCN accessing the DCC and any data requested.

We have an agreement document designed for this purpose and have attached below.

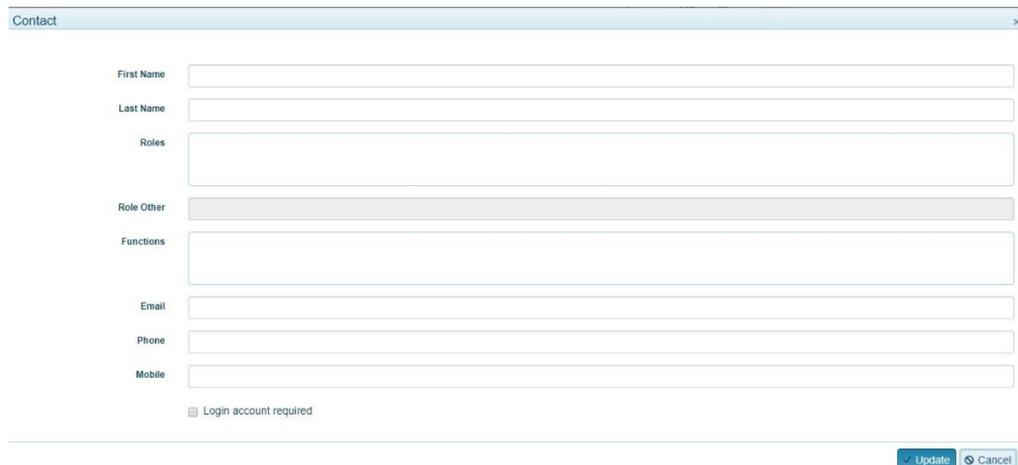
Once you have the signed agreement back from the Lead Practice, all practices in the partnership, the GP Federation or other partnership organisation(s) you can proceed to registering with the Data Controller Console.

Follow the next steps to complete your application:

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

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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 partner **ICO Registration number** in the Search Term and click the Search button
9. The search should return your partner 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. Change the **Organisation Name** to the full name of your PCN
13. Choose **PCN** 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 PCN and not the ICO registration owner
16. Select **No** for Provide direct care? Unless you do treat patients
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 PCN click the +Add New User
20. The Contact window is displayed



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 follows:
 - a. Leave the 'Services provided' box blank

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- 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'.

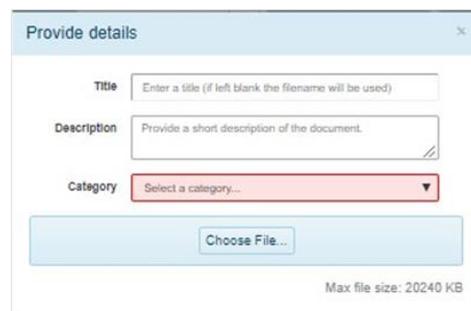
27. You can ignore the Accreditation section and move straight to the Related Documents section. Here you will need to upload a copy of your PCN Data Controllers Agreement together with the email confirmation of approval for the re-use of the Practice ICO registration details



28. Under the 'Related Documents' section, click the Upload New button

 Upload New

29. The Provide details window is displayed



30. 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.

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

32. Click the Next () button at the bottom of the page

33. The 'Terms and Conditions and Privacy Policy' screen will be displayed

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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.

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.

Accept

34. 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'

35. Click the Accept (Accept) button at the bottom of the page

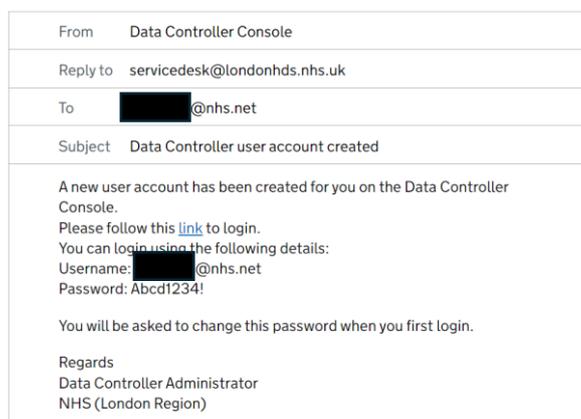
36. A screen with the message 'Thank you for your interest in the Data Controller Console.' and outlining the next steps



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.

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



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

Appendix 1

Organisation User Types

| | |
|---|--|
|  <p>Organisation Super User (OSU)</p> | <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> |
|  <p>Active User (AU)</p> | <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> |
|  <p>View Only User (VOU)</p> | <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