This form is to be used to request access to the Bowel Cancer Screening System (BCSS) for individual users and specifically for roles detailed in note 6.

Please Note: Incorrect completion of this form will result in a delay in the processing of your application. If you have any problems completing the form, please telephone 03003034034 quoting ‘Bowel Cancer Screening System’.

PART A – ORGANISATION SECTION

<table>
<thead>
<tr>
<th>BCSS Organisation Type</th>
<th>National Code</th>
<th>[See note 3]</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCSS Organisation Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employing Organisation Type</td>
<td>National Code</td>
<td>[See note 4]</td>
</tr>
<tr>
<td>Employing Organisation Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Contact</td>
<td></td>
<td>[See note 5]</td>
</tr>
</tbody>
</table>

The Primary Contact is important as this person will be NHS Digital's main point of contact

<table>
<thead>
<tr>
<th>Address</th>
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<th>Telephone</th>
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<th>Fax No.</th>
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</tbody>
</table>

No. of data users for which access is required

After completing Part A, complete the Data User Certificate Part B listing ALL users requiring access.

The completed form should be emailed to Bcssbureauservice@nhs.net:

For NHS Digital use only:

- [ ] DUC form checked by Bureau Service (including organisation codes)
- [ ] Users set up on Open Exeter
- [ ] Users set up on BCSS
PART B – USERS SECTION

[See note 6]

Name (Mr, Mrs, Miss, Dr Etc)……………………………………………………………………………….
Existing Open Exeter User Code(s)……………………………………………………………………
Telephone Number…………………………………………………………………………………….
Email Address……………………………………………………………………………………………
BCSS Job Role(s) from list in Note 6……………………………………………………………………
Training dates ……………………………………………………………………………………………

Name (Mr, Mrs, Miss, Dr Etc)……………………………………………………………………………….
Existing Open Exeter User Code(s)……………………………………………………………………
Telephone Number…………………………………………………………………………………….
Email Address……………………………………………………………………………………………
BCSS Job Role(s) from list in Note 6……………………………………………………………………
Training dates ……………………………………………………………………………………………

Name (Mr, Mrs, Miss, Dr Etc)……………………………………………………………………………….
Existing Open Exeter User Code(s)……………………………………………………………………
Telephone Number…………………………………………………………………………………….
Email Address……………………………………………………………………………………………
BCSS Job Role(s) from list in Note 6……………………………………………………………………
Training dates ……………………………………………………………………………………………

Details of Senior Information Risk Owner or Information Asset Owner

[See note 7]

Name: …………………………………………………………………………………………………………
Telephone Number: ………………………………………………………………………………………
Signature: …………………………………………………………………………………………………
Date: …………………………………………………………………………………………………………

Version: P11.2
CMDB Ref: DOC-00699
NOTES

Information to enable the completion of the Data Users Certification (DUC) Form.

1. General

Please ensure that this form is received by the NHS Digital at least 2 weeks before these users need to start using the system.

2. Asking For Help

If you need any help, please telephone the NHS Digital Help Desk on 03003034034 quoting ‘Bowel Cancer Screening System’.

All calls received will have an individual log number and will be dealt with accordingly.

3. BCSS Organisation

This is the organisation which the users will select when logging onto the system. The organisation type must be one of the following:

- BCS National Programme
- BCS Programme Hub
- BCS Screening Centre
- NHS England Geographical Region
- NHS Trust
- CCG

Please make sure the organisation code is the correct national code for the organisation.

4. Employing Organisation

For BCS Programme Hubs and Screening Centres this is the NHS Trust which physically employs the users - also known as the host organisation.

For other organisations this should be the same as BCSS organisation.

Please make sure the organisation code is the correct 3 character national code for the organisation, as defined by the Organisation Data Service (ODS).

5. Primary Contacts

The Primary Contact is important as this person will be NHS Digital’s main point of contact.

6. Part B - Users

Where a user has already been set up with access to Open Exeter, please include all of their existing Open Exeter User Codes. For new users, leave the ‘User Code(s)’ field blank.

Each user must be given at least one role, from the following list (please make sure you select a role from the set that is valid for the organisation type):

**BCS Programme Hub roles:**

- Programme Hub Director

7. Senior Information Risk Owner (SIRO) or Information Asset Owner (IAO) Authorisation

The Senior Information Risk Owner or Information Asset Owner must return the form from their own email address. This authorises the listed users to access the national Bowel Cancer Screening System, in the capacity of their listed job role(s).

8. Document Status

This document is controlled and maintained by NHS Digital. This document version is only valid at the time it is retrieved from the Configuration Management DataBase (CMDB).

On receipt of a new issue, please destroy all previous issues.