

ORGANISATION SECTION

PART A

Organisation Name

Organisation Role: Provider Consumer (E.g. Commissioner)

Type of Consumer Access required:

Commissioner Extract CMHT Reporting NHS Digital Support Currencies

National Code

Existing Primary Contact (if known).....*(see notes)

New Primary Contact (if replacing existing).....

*The Primary Contact is **important** as this person is the (agreed) nominated person who will receive the user names and passwords on behalf of all users detailed in 'Part B'*

Please note that if the Primary Contact requires access as well, then the details must also be entered in Section B.

Address

.....

.....

.....

Telephone No.

Mobile Tel No.

Email

After completing Part A, complete the Data User Certificate Part B, listing ALL users requiring access. The completed form will need to be emailed by the SIRO from their individual not generic email address to:

Exeter.helpdesk@nhs.net

ORGANISATION SECTION

Data User Certificate

PART B

Name
Job Title
E-mail address
Existing OE User ID

Name
Job Title
E-mail address
Existing OE User ID

Name
Job Title
E-mail address
Existing OE User ID

Name
Job Title
E-mail address
Existing OE User ID

Name
Job Title
E-mail address
Existing OE User ID

Name
Job Title
E-mail address
Existing OE User ID

SIRO (Senior Information Risk Owner) Authorisation**

Name (Please Print):

Telephone Number:

E-mail address:

Date:

**** Please ensure you have already registered this role and relationship with NHS Digital ****

NOTES

Information to enable the completion of the Data Users Certification Form.

Bureau Service Portal

The Bureau Service Portal is intended to be the entry point for a number of services related to the handling of data on a bureau service basis. There are separate Data User Certificates available for each of the Datasets contained within the Bureau Service Portal.

Access to BSP is ONLY via a secure N3 connection (required). More details at:
<http://n3.nhs.uk/customerinformation/howdoi/>

Senior Information Risk Owner

Please ensure that the SIRO has previously registered with NHS Digital. The SIRO register is available from:

<https://digital.nhs.uk/organisation-data-service/our-services>

If necessary the SIRO Registration Certificate may also be obtained from this page.

Primary Contacts

On any additional applications submitted it is important that the same Primary Contacts details are entered on Part A. If you need to check whether an existing Primary Contact exists for your unit please contact the NHS Digital Exeter Helpdesk on **0300 303 4034**. The desk will check this information for you.

When your application has been processed the Primary Contact will be contacted by the Authentication Team informing them of User ID's. The password will be sent directly to the users registered email address.

Additional Users

You can register up to 6 users in Part B. Additional users can be added to the form by completing multiple copies of Part B.

Following receipt and activation of an application, additional users must be submitted to the Authentication Team on a new form.

General

If you have any queries regarding your application please telephone the NHS Digital Exeter Helpdesk on **0300 303 4034**.