

Cancer Waiting Times Data User Certificate

DOC-00375 v6.1

21/12/16

Information and technology
for better health and care

PART A

Old Organisation Name(s)

Old National Code(s)

New Organisation Name

New National Code

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

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

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

Address

.....

.....

.....

Telephone

Mobile No

E-mail

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

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

The completed form can either be emailed by the SIRO to Exeter.helpdesk@nhs.net

or posted or faxed to:

Authentication Team

NHS Digital

Hexagon House

Pynes Hill

Rydon Lane

Exeter

EX2 5SE

Fax No: 01392 206757

If you have any problems completing this form, please telephone 0300 3034034 quoting Authentication

PART B

Name

Job Title

E-Mail Address

Existing User Code.....

Name

Job Title

E-Mail Address

Existing User Code.....

Name

Job Title

E-Mail Address

Existing User Code.....

Name

Job Title

E-Mail Address

Existing User Code.....

Name

Job Title

E-Mail Address

Existing User Code.....

SIRO, IAO or NHS England Authorisation

Signature:

Name (Please Print):

E-mail Address:

Telephone Number:

Date:

NOTE FOR MERGED ORGANISATIONS

*Please indicate here whether you wish to retain your existing submission account for the **period of the audit**. This will ensure accessibility to both the reports and the data submitted under your old organisation account.*

SIRO, IAO or NHS England Signature

NOTES

Information to enable the completion of the Data Users Certification Form

Primary Contacts

On any additional applications submitted it is important that the same Primary Contacts details are entered on Part A. If the details have changed then the new Primary Contact should advise us by confirming the details on **NEW** Primary Contact.

***If you need to check whether an existing Primary Contact exists for your organisation, please contact the Exeter helpdesk on 0300 3034034 who will check this information for you.**

When your application has been processed the Primary Contact will receive communication from the Authentication Team informing them of User ID's and passwords.

Organisation

From the 01/01/2017 the registered Senior Information Risk Owner (SIRO) or the Information Asset Owner (IAO) of the **employing** (host) organisation **must** sign the form.

The SIRO and IAO registers and registration forms can be found here:

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

Additional users can be added to the form by completing multiple copies of Part B. There is no limit to the number of users at an organisation. However, the SIRO or IAO **must** sign each Part B submitted.

NHS England accounts must be approved by the named Information asset owner or named deputy.

All signatures will be verified.

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

Merged Organisations

For merged organisations, it is important that on Part A of the Cancer Waiting Times (CWT) application you annotate both the '*Old Organisation Name and National Code*' and the '*New Organisation Name and National Code*'.

NOTE

If you wish to retain access to your old organisation code(s) **for the period of the audit**, please inform your SIRO or IAO and request that they sign where noted on Part B.

If you are an existing organisation requesting access to a merged organisation and have existing CWT users who require access to the new organisation, **their existing user codes must be annotated on Part B**. This will enable the Authentication Team to move users from their existing organisation to the new organisation without the users experiencing any inconvenience.

General

If you have any queries regarding your application please telephone the NHS Digital's Help Desk on **0300 3034034** quoting '**Authentication**' and one of the following categories giving a brief explanation of your query.

Cancer Waiting Times

You will be given an individual log number and your query will be dealt with accordingly.