**Inhealthcare (IHC) Digital Platform System Access Request Form**

**Please complete using BLOCK CAPITALS (download a copy of the form before completing it please)**

**NHSS Board:** **Department/GP Practice Name:**  **If applicable GP Practice Code:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Name** | **Job Title/Role** | **NHS Email Address** | **Signature** | **Access to the LIVE environment or the TEST environment?** |
| Example: John Smith | Banff Practice Manager | johnsmith@nhs.scot | \*insert signature\* | LIVE |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

In requesting access, the staff named above:

1) Are agreeing to abide by the terms and conditions of your local board’s Data Protection Policy and Information Security Policy.

2) Confirm they have undertaken the appropriate Information Governance training within your NHS board and will act in accordance with the Data Protection Act and Caldicott Principles.

LINE/PRACTICE MANAGER (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LINE/PRACTICE MANAGER SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email completed forms to the National Virtual Consultation Service: [vc.support@nhs.scot](mailto:vc.support@nhs.scot)

**Please detach this page and keep for reference purposes**

When accessing any system you should always comply with the Data Protection and Caldicott Principles as set out below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **The Six Caldicott Principles:** |  | **The Data Protection Principles.**  Personal data must be: |
| 1 | Justify the purpose(s) of using confidential information | 1 | Processed fairly and lawfully |
| 2 | Only use it when absolutely necessary | 2 | Processed for specified purposes |
| 3 | Use the minimum that is required | 3 | Adequate, relevant and not excessive |
| 4 | Access should be on a strict need-to-know basis | 4 | Accurate and kept up to date |
| 5 | Everyone must understand his or her responsibilities | 5 | Not kept for longer than necessary |
| 6 | Understand and comply with the law | 6 | Processed in accordance with the rights of data subjects |
|  |  | 7 | Protected by appropriate security (practical and organisational |
|  |  | 8 | Not transferred outside the EEA without adequate protection |

Access to records is on a strict need-to-know basis. Staff absolutely must not access records of any patients who are not under their management of care or administration.

You must not access your own records or that of friends, family, neighbours and colleagues; to do so is highly unethical and a misuse of information. Any queries about access to patient identifiable information should be directed to your local board’s information governance