



How to action a request to join the DCC (QRG)

An organisation can request to be part of the DCC by completing a short registration form from the login page. Once the form is submitted by the Organisation, an email notification is sent to all of the RSUs in the region that the organisation belongs to

An application for 'XYZ Foundation Trust' has been received and requires your evaluation and approval.

Please review the application [here](#).

Regards

Data Controller Administrator

NHS (London Region)



Notifications - the most recent notifications you have asked for	
Notification	
Application for 'XYZ Foundation Trust' - Received	X

Summary	
Status	Online
ISA Expired	27
ISA Expiry Notification Date Passed	29
ISA Review Required	1

1. To action a request from an organisation to join the DCC, select the hyperlink in the notification email that you will receive or login to the DCC console with an RSU privilege and select the hyperlink in the Notification section under the Dashboard tab



2. The Organisations Profile is be loaded in read only view

To accept an organisations request to join the DCC

Caution: Please ensure that the Organisation details are correct (i.e. Organisation Region, ICO Registration Number and the ODS code, Caldicott Guardian contact details) before accepting the organisation into the DCC. Once accepted, you will need to contact the organisation if any amendments are required.

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3. To accept the organisation to be part of your region, select the **Accept** radio button
4. Select the **Make Decision** (**Make Decision**) button
5. A notification email will be sent to the organisation and the organisation status will be set to 'Rejected' meaning their request to join the DCC has been rejected


To reject an organisations request to join the DCC

Note: Once you have rejected the organisation request to join the DCC, the same application can still be re-submitted for your consideration at a later date.

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3. To reject an organisations request to join the DCC for your region, select the **Reject** radio button




4. Select the **Make Decision** () button
5. A notification email will be sent to the organisation and the organisation status will be set to 'Rejected' meaning their request to join the DCC has been denied

To place the organisations request under consideration

Note: *If you wish to discuss an organisation's application or request further information, you can mark the application as 'More Information Required' and open up a dialog with the organisation.*

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3. To request further information from the organisation, select the Request More Information radio button
4. Select the **Make Decision** () button
5. A notification email will be sent to the organisation and the organisation status will be set to 'More Information Required' meaning their request to join the DCC has been placed on hold temporarily until further information is provided