How to Respond to an Invitation to Join Another Organisations ISA (QRG)

A host organisation can invite an existing organisation within the DCC to participate in its Information Sharing Agreement (ISA). The Organisation Super User or Active User for one organisation can initiate this invitation when creating a new ISA or by updating an existing one to include a given organisation.

When this process of creating or updating the ISA is completed, an email will be generated from the DCC system (no-reply@datacontroller.london) and sent out to the email address of the invited organisation's contact. The contact will then be able to click the link in the email, login to the DCC and accept or reject the invitation to participate in the ISA.

1. Accept an Invitation Sent by Another Organisation to Join their ISA

1. An email is received with the title 'Invite to [title] agreement' with a message '….Please review the agreement here [title] agreement and 'Accept' or 'Reject' as appropriate…..'

2. Click the link in the email '[title] agreement' to access the ISA details. The link launches and

   a) If not logged in, the login page is displayed

   b) If logged in, the ISA agreement you have been invited to is displayed with a dialog at the top to **Accept**, **Reject** or request further information and place the invite **Under Consideration**

Note: The ISA that you are invited to is in read-only mode and its details cannot be edited by you as a potential participant of that ISA.

3. Review the ISA details by clicking on the tabs in turn. Then select the **Accept** radio button

4. Click the **Make Decision** (Make Decision) button. A dialog window titled 'Confirmation' is displayed with a message 'Please confirm you wish to make this decision'

5. Click the **Confirm** (Confirm) button

2. Reject an Invitation Sent by Another Organisation to Join their ISA

1. An email is received with the title 'Invite to [title] agreement' with a message '….Please review the agreement here [title] agreement and 'Accept' or 'Reject' as appropriate…..'

2. Click the link in the email '[title] agreement' to access the ISA details. The link launches and

   a) If not logged in, the login page is displayed

   b) If logged in, the ISA agreement you have been invited to is displayed with a dialog at the top to **Accept**, **Reject** or request further information and place the invite **Under Consideration**

Note: The ISA that you are invited to is in read-only mode and its details cannot be edited by you as a participant of that ISA.

3. Review the ISA details by clicking on the tabs in turn. Then click the 'Reject' radio button. The 'Reject' radio button is selected and a field comes into focus below it with a message ' Please give the reason you wish to reject your participation in this ISA'

4. In the field, enter the reason for rejecting the invitation to join the ISA

5. Click the **Make Decision** (Make Decision) button. A dialog window titled 'Confirmation' is displayed with a message 'please confirm you wish to make this decision'

6. Click the **Confirm** (Confirm) button