

RA01 Short Form Conditions – Registration for NHS Care Records Service application's Smartcard

Please note:

This document should be read by everyone prior to completing an RA01 Short Form and is going to be issued a Smartcard. If there are any queries regarding this document please contact your Registration Authority.

Guidance

- This document has a Glossary and you should reference it to ensure you fully understand the terms used.
- All applicants need to be aware that by signing the RA01 Short Form they are committing to the obligations identified in this document and those referenced by this document.
- Once you accept these conditions, you need to have the RA01 Short Form approved by a Sponsor. If you do not know who your Sponsor is please contact your local Registration Authority.
- If your application is successful, you will become an authorised user of the NHS Care Records Service applications and will be issued with a Smartcard. This will contain a digital certificate and has your photograph printed on it along with your Unique User Identification (UUID). Your Smartcard will provide you with access to certain patient data in accordance with the access profiles approved by your **Sponsor(s)** on a RA02 form.
- These RA01 conditions contains a number of obligations relating to your use of the Smartcard and the NHS Care Records Service applications and you should review these sections carefully.
- The personal data which you and your sponsor provide on the RA01 Short Form is required by your local Registration Authority to verify your identity and to confirm that you are eligible for registration. All personal data held about you and your sponsor will be processed in accordance with the Data Protection Act.
- You are not authorised to use NHS Care Records Service applications unless a Smartcard has been issued to you.
- If your job role changes and/or any of your access profiles require amendment, you should contact your **Sponsor** who will need to complete an RA02 Profile Additions and Modifications form. This is available from any Registration Authority.
- If your name changes you will need to complete and submit an RA05 Change of Details form and notify your local Registration Authority.

Notice to applicants on the collection of personal data

In accordance with the requirements of Department of Health, the personal data (as defined in the Data Protection Act 1998) that the applicant provides on the RA01 Short Form (together with any personal data processed in relation to the applicant in support of their application) is collected for the purpose of identifying the applicant and processing this application and evaluating the applicant for suitability as an authorised user; if accepted, to generate a personalised certificate and Smartcard for the authorised user and for the purpose of managing the applicant's use of any NHS Care Records Service applications .

Notice to applicants on the collection of personal data (cont),

In particular, this personal data will be used to validate and verify the applicant's identity to ensure that the applicant is correctly identified and appropriately authorised for access. The personal data in relation to the applicant will be processed by local Registration Authority/Authorities and may be shared with other Registration Authorities for the purpose of processing this application, in accordance with the requirements of the Data Protection Act 1998 as amended and supplemented from time to time. This personal data may also be used to ensure that accurate information can be recorded regarding the applicant's use of systems.

In accordance with the Data Protection Act 1998, this personal data will neither be used nor disclosed for any other purpose other than where required by law, and will be retained in accordance with the Registration Authority's data retention policy.

It is the applicant's responsibility to ensure that their registered name is accurate and kept up-to-date. The applicant may contact their local RA or Sponsor in relation to any queries they may have in connection with this application.

By signing the declaration set out in the RA01 Short Form, I, the applicant:

1. consent to the collection and use of my personal data in the manner described in the "Notice to applicants on the collection of personal data" above. I also agree to provide any additional information and documentation required by the Registration Authority in order to verify my identity;
2. confirm that the information which I provide in this application is accurate. I agree to notify my local Registration Authority immediately of any changes to this information;
3. agree that the Smartcard issued to me is the property of the NHS and I agree to use it only in the normal course of my employment or contract arrangement;
4. agree that I will check the operation of my Smartcard promptly after I receive it. This will ensure that I have been granted the correct access profiles. I also agree to notify my local Registration Authority promptly if I become aware of any problem with my Smartcard or my access profiles;
5. acknowledge that I will keep my Smartcard private and secure and that I will not permit anybody else to use it or any session established with the NHS Care Records Service applications. I will not share my Passcodes with any other user. I will not make any electronic or written copies of my Passcodes (this includes function keys). I will take all reasonable steps to ensure that I always leave my workstation secure when I am not using it by removing my Smartcard.. If I lose my Smartcard or if I suspect that it has been stolen or used by a third party I will report this to my local Registration Authority as soon as possible;
6. agree that I will only use my Smartcard, the NHS Care Records Service applications and all patient data in accordance with The NHS Confidentiality Code of Practice (as available on the www.dh.gov.uk site) and (where applicable) in accordance with my contract of employment or contract of provision for service (which ever is appropriate) and with any instructions relating to the NHS Care Records Service applications which are notified to me;
7. agree not to maliciously alter, neutralise, circumvent, tamper with or manipulate my Smartcard, NHS Care Records Service applications components or any access profiles given to me;
8. agree not to deliberately corrupt, invalidate, deface, damage or otherwise misuse any NHS Care Records Service applications or information stored by them. This includes but is not limited to the introduction of computer viruses or other malicious software that may cause disruption to the services or breaches in confidentiality.
9. acknowledge that my Smartcard may be revoked or my access profiles changed at any time without notice if I breach this Agreement; if I breach any guidance or instructions notified to me for the use of the NHS Care Records Service applications or if such revocation or change is necessary as a security precaution. I acknowledge that if I breach this Agreement this may be brought to the attention of my employer (or governing

- body in relation to independent contractors) who may then take appropriate action (including disciplinary proceedings and/or criminal prosecution);
10. agree that the Registration Authority's sole responsibility is for the administration of access profiles and the issue of Smartcards for the NHS Care Records Service applications. The Registration Authority is not responsible for the availability of the NHS Care Records Service applications or the accuracy of any patient data.
 11. acknowledge that I, or my employer, shall notify my local Registration Authority at any time should either wish to terminate this Agreement and to have my Smartcard revoked e.g. on cessation of my employment or contractual arrangement with health care organisations or other relevant change in my job role; and
 12. acknowledge that these terms and conditions form a binding Agreement between myself and those organisations who have sponsored my role(s). I agree that this Agreement is governed by English law and that the English courts shall settle any dispute under this Agreement.

RA01 - Glossary of terms

- **Access Profile** means the specific areas of NHS Care Records Service applications which the user is authorised to access.
- **Applicant** means an individual who is in the process of registering to become an authorised user.
- **Application for registration** means the RA01 Form, completed by an applicant and a sponsor.
- **Authorised user** means a person who is authorised to use the NHS Care Records Service applications and has been issued a Smartcard.
- **Certificate** means An X.509 public key certificate binds an identity and a public key. The public key together with the identity and related information are digitally signed with the private signing key of the Certification Authority that issues the certificate. The format of the certificate is in accordance with ITU-T Recommendation X.509.
- **Data Protection Act** means the Data Protection Act 1998 as amended and supplemented from time to time.
- **NHS Care Records Service applications** are those applications provided by CfH as part of the National Programme for Information Technology
- **Passcode** means a alpha numeric set of characters used to permit access to NHS CRS functionality.
- **Personal Data** means data from which an applicant can be identified, as defined in more detail in the Data Protection Act.
- **Registration Authority (RA)** means any entity that is appointed by the Department of Health as being responsible for the identification and authentication of applicants.
- **Smartcard** means the card issued to an authorised user which enables access to NHS Care Records Service applications.
- **User's Unique ID Number** means the number to the left of the photograph on the Smartcard, underneath the chip, also referred to as the UUID.
- **Smartcard Serial Number** means the number on the back of the Smartcard which is the manufacturer's card identifier.
- **Sponsor** means the individual identified by the organisation who has been assigned to approve access to information and functionality of NHS Care Records Service applications