**Appendix 2. Early Years Portal – Acceptance of Terms and Conditions – User Access Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **User Surname** |  | **User Forename** | | | | |  | |
| Email Address (this needs to be an email address that only you have access to. It can be a personal email) |  | | | | | | | |
| Telephone Number |  | | | | | | | |
| **Name of Setting** |  | | | | | | | |
| Job Title |  | | Sponsor (Owner of Setting) | | |  | | |
| Access Required (please tick the modules you need access to) | Headcount | | |  | Eligibility Checker | | |  |
| Self-Update | | |  | Better Start | | |  |
| School Admissions | | |  |  | | |  |

**CONDITIONS OF USE**

|  |  |
| --- | --- |
| 1 | Only nominated users may access the system and must not share their password with anybody. |
| 2 | Usernames and passwords are not transferable. The organisation’s Sponsor is responsible for informing the Children’s Services Information Systems Team that an individual is no longer an authorised user. |
| 3 | The system must only be accessed by users in a secure environment where non-users will not inadvertently view information held in the system. The user will not leave a computer logged on to the system unattended. |
| 4 | All information entered into the system must be accurate and up to date. |
| 5 | Users will not transfer or disclose data from the system to any other person other than those authorised. |

## DATA PROTECTION, AUDIT AND COMPUTER MISUSE ACT

When accessing the data about individual people in this database you must recognise the privacy of that data and at all times comply with the Data Protection Act 1998. You must ensure in particular that your use of the data to which you have access is consistent with the purpose for which access has been granted which is to deliver health and social care services, and that you do not use the data for any other purpose.

You must ensure that data is processed securely and is not subject to any unauthorised use or disclosure. Unauthorised use of Bolton Council systems is prohibited and is an offence of the Computer Misuse Act 1990. Unauthorised disclosure of personal data knowingly or recklessly to another person is also prohibited and is an offence under Section 55 of the Data Protection Act 1998. Regular auditing of the system will be performed and any unauthorised use or breach of the conditions of use will result in access being revoked and could result in disciplinary and legal action.

**USER DECLARATION. Access will not be granted unless the box is ticked and the form has been signed**.

|  |  |
| --- | --- |
| **I have read and accept the terms and conditions stated above and agree to abide by them in the use of the Early Years Portal.** |  |

**User signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SPONSOR DECLARATION. Access will not be granted unless the box is ticked and the form has been signed**.

|  |  |
| --- | --- |
| **I confirm the user requires access to the Provider Portal for the purposes stated above** |  |

**Sponsor signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**