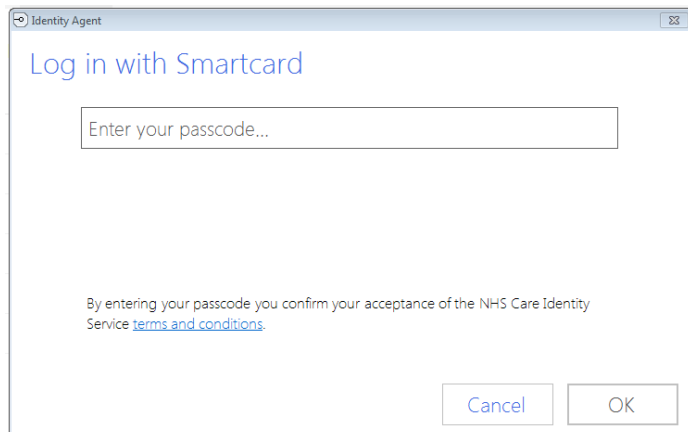
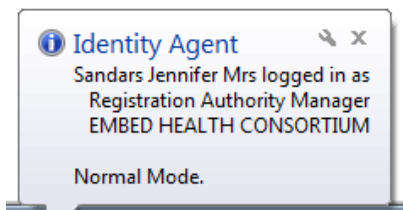


Accepting Smartcard Terms and Conditions

Every smartcard user is responsible for their own smartcard and its use. Everyone must accept the Terms and Conditions electronically via the Care Identity Service.

PLEASE NOTE: the RA team can report on user compliance of T&C acceptance

1. Log on to your smartcard
2. Enter your password and Click **OK**



NOTE: Every time you log on to your smartcard you are confirming your acceptance of the Smartcard T&Cs, however this is NOT signing the T&Cs.

By entering your passcode you confirm your acceptance of the NHS Care Identity Service [terms and conditions](#).

ATTENTION

You are attempting to access the NHS Care Records Service and associated systems. Your use of the NHS Care Records Service systems is governed by the terms and conditions you accepted when your Smartcard was issued or have since accepted. By entering your Passcode you confirm your acceptance of the terms and conditions and that you are bound by both them and the Computer Misuse Act 1990. All usage of the NHS Care Records Service is recorded and analysed and action may be taken against any individual attempting inappropriate activity.

3. Log on to the **National Health Service Spine Portal** - <https://portal.national.ncrs.nhs.uk/portal/dt>
4. Select Launch **Care Identity Service (Replaces UIM, Calendra and CMS)**

National Health Service Spine Portal



NHS Applications

Welcome to the Spine Portal. The portal now lists all applications. You will only be able to access those relevant to the role you have logged on with.

Note that all applications are launched in a child window.

- ▶ Launch EPS Prescription Tracker
- ▶ Launch Summary Care Record (SCR)
- ▶ Launch End Point Registration Service
- ▶ Launch Digital DS1500 Service
- ▶ Launch Spine Reporting Service
- ▶ Launch MESH User Interface
- ▶ **Launch Care Identity Service (Replaces UIM, Calendra and CMS)**
- ▶ Launch Alert Viewer
- ▶ Launch MESH Online Enquiry Service (MOLES)
- ▶ Launch SUS : Business Intelligence Service
- ▶ Launch Demographic Spine Application

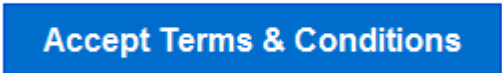
NOTE: Do not Use Chrome to access this Spine Portal, use Internet Explorer

5. Select **Terms and Conditions** from the **Quick Links** on the Dashboard

The screenshot shows the Care Identity Service dashboard. At the top, there is a blue header with the text 'Care Identity Service' and a user greeting 'Hi, [redacted] | [redacted]'. Below the header is a search bar with the placeholder text 'Given & Family Name, NINO or UUID', a dropdown menu for 'Users', a 'Search' button, and a link for 'Advanced search'. The main content area is titled 'Directory Search' and contains three informational boxes. The first box, 'Searching for people or organisations', explains search criteria and lists options like 'Search for the exact name only', 'Restrict the search to a specific organisation', and 'Include closed users in the search results'. The second box, 'Your user profile', explains how to view and update profile details. The third box, 'Unable to log in?', provides contact information for IT helpdesk and RA. Below these boxes is a 'Quick links' section with two items: 'My profile' and 'Terms & Conditions', the latter of which is highlighted with a red border.

6. Read the Terms and Conditions Notice (See Appendix A)

7. Click the **Accept Terms and Conditions** Button



8. Once accepted you will see the following Notification

Terms and Conditions

Thank you for accepting the Care Identity Services Terms and Conditions.

You will not be shown the Terms and Conditions again unless they change.

You can view the Terms and Conditions at any time by clicking the terms & conditions link on dashboard page.

Appendix A

Terms and conditions

Privacy Notice to Smartcard users on the use of your personal data

NHS Digital will collect personal data on you, some of which you provide in your application, and some of which is collected by cookies when you access NHS Care Records Service applications¹.

NHS Digital is the data controller for this data, under powers arising from Directions².

This data will be processed:

- by local and other Registration Authorities for the purposes of validating your identity, managing your Smartcard and ensuring that you are given appropriate access to NHS Care Records Service applications, or applications that utilise the NHS Care Records Service authentication.
- by NHS Digital to record your use of the NHS Care Records Service applications.
- in accordance with General Data Protection Regulation (GDPR) data protection law.
- for disclosure and auditing of access to systems as part of our commitment to patients within the Care Record Guarantee, such as to the Summary Care Record (SCR) <https://digital.nhs.uk/services/summary-care-records-scr> and in accordance with any complaint, investigation or as required by appropriate legislation.

Your data will:

- be held throughout your time as an active user and will be retained for up to 40 years after your Smartcard user profile has been closed, at which point it will be subject to review.
- not be transferred out of the European Economic Area.
- not be used for any automated decision making.

The above details the personal data processed in relation to the NHS Digital Smartcard registration itself. For details of how other NHS Digital programmes use data (that you may access using your smartcard) please see <https://digital.nhs.uk>.

Your rights

You have the right to access your data. As an active Smartcard holder, you can view your data in My Profile within CIS. If you can no longer access CIS for any reason, please contact your local Registration Authority. Once you are no longer working in healthcare, you can make a subject access request to NHS Digital (see contact details below).

You have the right to rectify inaccuracies in your data. You should update your own contact details within My Profile in CIS. In case of difficulties, if your personal details have changed or you need to make other amendments please contact your local Registration Authority.

You have the right to complain (see the contact details below).

You do not have the right to erase your data, object to it being recorded, transport it elsewhere, withdraw consent to its capture or use, or restrict its processing. This is because the capture and processing of this data is necessary for a statutory requirement and the provision of the service. NHS Digital is also legally bound to record this data. Once you leave health and social care, your local Registration Authority will close your user profile. This may be reopened if you return to working within health and social care.

Contacts

For all operational enquiries, including Smartcard and access assignment, always contact your local Registration Authority.

See how NHS Digital looks after your information at <https://digital.nhs.uk>.

To ask any question or make a complaint about how your data is used, you can contact NHS Digital on 0300 303 5678 (9am to 5pm Monday to Friday excluding bank holidays) or email enquiries@nhsdigital.nhs.uk

You can also write to:

Data Protection Officer
NHS Digital
1 Trevelyan Square
Boar Lane
Leeds
LS1 6AE

If you have concerns or complaints about NHS Digital's information rights practices, you can report them to the Information Commissioner's Office on 0303 123 1133 (9am to 5pm Monday to Friday excluding bank holidays) or use live chat at:

<https://ico.org.uk/concerns/>

You can also write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By clicking on the 'Accept Terms and Conditions' button at the bottom of this declaration, you the applicant confirm that you:

1. understand and accept that your personal data will be used as described in the "Notice to Smartcard users on the use of your personal data" above. Furthermore, you agree to provide any additional information and documentation required by the Registration Authority to verify your identity;
2. confirm that the information which you provide in the process of your application is accurate. You agree to notify your local Registration Authority immediately of any changes to this information;
3. understand and accept that the Smartcard issued to you is the property of the NHS and you agree to use it only in the normal course of your employment or contract arrangement;
4. agree that you will check the operation of your Smartcard promptly after you receive it. This will ensure that you have been granted the correct access profiles. You also agree to notify your local Registration Authority promptly if you become aware of any problem with your Smartcard or your access profiles;
5. agree that you will keep your Smartcard private and secure and that you will not permit anybody else to use it or to establish any session with the NHS Care Records Service applications. You will not share your Passcode with any other user. You will not write your Passcode down, nor use any kind of electronic storage (media or otherwise) to store it, for example by using a programmable function key on a keyboard. You will take all reasonable steps to ensure that you always leave your workstation secure when you are not using it by removing your Smartcard. If you lose your Smartcard or if you suspect that it has been stolen or used by a third party, you will report this to your local Registration Authority as soon as possible;
6. agree that you will only use your Smartcard, the NHS Care Records Service applications and all patient data in accordance with The NHS Confidentiality Code of Practice (www.dh.gov.uk) and (where applicable) in accordance with your contract of employment or contract of provision for service (whichever is appropriate) and with any instructions relating to the NHS Care Records Service applications which are notified to you;
7. agree not to maliciously alter, neutralise, circumvent, tamper with or manipulate your Smartcard, NHS Care Records Service applications components or any access profiles given to you;
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. understand and accept that your Smartcard may be revoked, or your access profiles changed at any time without notice if you breach this Agreement; if you breach any guidance or instructions notified to you for the use of the NHS Care Records Service applications or if such revocation or change is necessary as a security precaution. You also understand and accept that if you breach this Agreement this may be brought to the attention of your employer (or governing body in relation to independent contractors) who may then take appropriate action (including disciplinary proceedings and/or criminal prosecution);
10. understand and accept 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 applications which use NHS Care Records Service authentication or the accuracy of any patient data;
11. understand and accept that you, or your employer, shall notify your local Registration Authority at any time should either wish to terminate this Agreement and to have your Smartcard revoked e.g. on cessation of your employment or contractual arrangement with health care organisations or other relevant change in your job role;
12. understand and accept that NHS Digital may change the terms of this Agreement from time to time; and
13. understand and accept that these terms and conditions form a binding Agreement between yourself and those organisations who have sponsored your role(s). You also understand and accept that this Agreement is governed by English law and that the English courts shall settle any dispute under this Agreement.

References

1. NHS Care Records Service applications includes the following : EPS, GP to GP, GPES, GP SoC, NHS e-RS, SCR, SUS+, Spine CIS.
2. Directions mean "the Health and Social Care Information Centre (Spine Services) (No.2) Directions 2014", and the "Novation of Information and Technology Contracts" from DH to NHS Digital: "Electronic Prescription Service, Health and Social Care Network, N3, NHS Choices, NHS e-Referral Service, Secondary Uses Service (SUS), Spine (Named Programmes) Directions 2016".

[Accept Terms & Conditions](#)