

Registration and access to MFT Systems – Non-MFT Employee Conditions

Please note:

This document should be read by everyone who is going to be given access to Medway NHS Foundation Trust applications. If there are any queries regarding this document please contact your Registration Authority.

Personal Information

All information about patients and/or staff is strictly confidential and must not be passed to any unauthorised person within or outside of the Trust. You are expected to take due care of confidential information in your possession at all times. Protection of all information about individuals is a requirement of the law. Please remember your responsibilities under Caldicott Guidance and The Data Protection Act (1998).

Important Notice to Remember

Trust staff may face prosecution and/or disciplinary proceedings if they have been found to have:

1. Breached confidentiality
2. Disclosed their password(s) to any personnel within or outside the Trust.
3. Made use of passwords that may have been illegally disclosed to them.
4. Illegally duplicated any personal information or computer software for their own use.
5. Acquired or used unauthorised copies of computer software.

Guidance

- This document has a Glossary and you should reference it to ensure you fully understand the terms used.

All requestors need to be aware that by signing the Registration and access to MFT Systems – Non MFT Employees

- They are committing to the obligations identified in this document and those referenced by this document.
- These conditions contain a number of obligations relating to your use and you should review these sections carefully.
- The personal data which you and your line manager provide on the Registration and access to MFT Systems –Non MFT Employees 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.
- If your name changes you will need to complete another Registration and access to MFT Systems – Non MFT Employees form advising of the changes and email this to met-tr.RegistrationAuthority@nhs.net.

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 Registration and access to MFT Systems – Non MFT Employees (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;

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 in relation to any queries they may have in connection with this application.

By signing the declaration set out in the Registration and access to MFT Systems – Non MFT Employees, I, the applicant:

1. I am fully aware of the Trust procedures and policies on confidentiality, data protection and computer software copyright, as set out above, and I agree to uphold them. I understand that security software may record my use of any application. I understand that any violation of the Trusts relevant policies and procedures may result in disciplinary action, and possible dismissal or criminal prosecution.
2. 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;
3. 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;
4. Agree not to deliberately corrupt, invalidate, deface, damage or otherwise misuse any 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.
5. Acknowledge that my application access 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 MFT Systems 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);
6. 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 Application access revoked e.g. on cessation of my employment or contractual arrangement with health care organisations or other relevant change in my job role; and
7. 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.

Glossary of terms

- **Access Profile** means the specific areas of MFT Systems/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 Registration and access to MFT Systems – Non MFT Employees, completed by an applicant and a Line Manager.
- **Authorised user** means a person who is authorised to use the MFT Systems and has been issued access.
- **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.
- **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.