**Appendix 1**

**Request for Access to the Secure Area of the EMPC Website**

***GDPR statement*** *- Personal information submitted on this form will only be used for the purpose of setting up user and login details to access the secure areas of the East Midlands Pharmacy Collaborative (EMPC) website and to communicate the setup.*

**Section 1**

**Name: Email:**

**Trust: Designation:**

**Access to: Procurement Homecare Both**

**Reason for Access:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requestor signature:** *You are signing to acknowledge you understand that the information on the secure area of the website is regarded as* ***confidential*** *and you are bound by an obligation to preserve the confidentiality of such information. Please ensure that only those individuals who are authorised to do so are permitted to access and use only such Confidential Information as is necessary for each of them to perform their legitimate duties.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominated authorised signature -** *This is a nominated member that attends either the East Midlands Consortium meeting or the Regional Homecare meeting where a signature for that member has been captured by EMPC.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Once authorised, please return completed form to:** [**uhdb.empcenquiry@nhs.net**](mailto:uhdb.empcenquiry@nhs.net)

**Section 2**

**EMPC Checklist**

Signed by requestor Signed by an approved authoriser

Email of the requestor given Reason for access specified

**Access Set Up by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**