**Active Inclusion Newcastle**

**Newcastle Gateway - New Organisation**

**Access Request Form**

This form is for requesting full access to the Newcastle Gateway database for organisations with no current access to the system. Access will not be given until this form has been completed and returned to the Active Inclusion Newcastle Unit by the requesting manager, with a signed [Information Sharing Agreement (ISA)](https://www.newcastle.gov.uk/sites/default/files/Newcastle%20Gateway%20Information%20Sharing%20Agreement.pdf) if one does not already exist.

If accepted, we aim to create the account within 24 working hours of receipt of this form. Users are responsible for their account; any misuse (including allowing others to log on with their credentials) may result in access being withdrawn. Inactive accounts are closed 3 months after the last logon.

Completed forms must be emailed to gateway@newcastle.gov.uk

Date of request: Click here to select a date.

Organisation: Organisation Name

Description of organisation: Click here to enter text.

Access type: Choose an item.

Name of Service / Agency Service Name

Description of Service / Agency: Click here to enter text.

Requesting manager: Click here to enter text.

Job Title: Click here to enter text.

Address: Click here to enter text.

Post Code: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

ISA Signatory: Click here to enter name.

Job Title: Click here to enter text.

Address: Click here to enter text.

Post Code: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Reason for request to access:

Supporting Independence Scheme applications: [ ]

Make / receive referrals for support: [ ]

Other: Specify

Do you work with clients in areas other than Newcastle?

Yes [ ]  No [ ]

I, Requesting Manager confirm that the designated signatory is authorised to agree to the ISA on behalf of Organisation Name.

I Requesting Manager confirm that the named individuals are aware of the ISA between Newcastle City Council and Organisation Name and have agreed to the principles and data protection standards therein.

Named users

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Active Inclusion Newcastle use only

Date received: Click here to enter a date.

Decision: Choose an item.

Reason for decision: Click here to enter text.

Decision date: Click here to enter a date.